

# **Town of Melbourne Beach**

## **TOWN COMMISSION WORKSHOP**

**March 5, 2025 at 6:00 p.m.**

**COMMUNITY CENTER – 509 OCEAN AVENUE**

## **MINUTES**

### **Commission Members:**

Mayor Alison Dennington  
Vice Mayor Dawn Barlow  
Commissioner Robert Baldwin  
Commissioner Anna Butler  
Commissioner Tim Reed

### **Staff Members:**

Town Manager Elizabeth Mascaro  
Town Clerk Amber Brown

### **1. Call to Order**

Mayor Alison Dennington called the meeting to order at 6:00 p.m.

### **2. Roll Call**

Town Clerk Amber Brown conducted roll call

### **Commission Members Present**

Mayor Alison Dennington  
Vice Mayor Dawn Barlow  
Commissioner Anna Butler  
Commissioner Tim Reed

### **Staff Members Present**

Town Manager Elizabeth Mascaro  
Building Official Robert Bitgood  
Town Clerk Amber Brown

### **Commission Members Absent**

Commissioner Robert Baldwin

### **3. Pledge of Allegiance and Moment of Silence**

Mayor Alison Dennington led the Pledge of Allegiance.

Mayor Alison Dennington spoke about something in the Charter that potentially makes the Town Commission Rules Resolution not effective. The work around is the Commission can choose to suspend the rules and motion to follow a set rules.

**Vice Mayor Dawn Barlow made a motion that we adhere to the rules that were voted on at the last meeting, 2025-03 to the Town Workshop this evening; Commissioner Anna Butler seconded; Motion carried 4-0.**

**4. Public Comments – 04:00**

After being acknowledged by the Mayor, members of the public should state their name and address for the record. The Commission encourages citizens to prepare their comments in advance. Each individual will have three (3) minutes to address the Commission on any topic(s) related to Town business, not on the Agenda.

*Frank Thomas – 601 Atlantic St – Spoke about records that the Mayor took from the History Center, and asked where they are. Asked about the Charter Review Committee.*

Mayor Alison Dennington said the records are in the possession of the Town Clerk. Spoke about a leak in the roof of the History Center, so she took the records and then brought them to the Town. Spoke about the Charter Review Committee, which has met several times to review and propose changes to the Charter.

**5. New Business**

- A. Consideration to schedule a workshop meeting to address the Town Managers contract – Commissioner Tim Reed – 10:19

**Commissioner Tim Reed made a motion that open discussion be allowed as we proceed through discussing this portion of the agenda, with a time limit of 5 minutes at a time and if need be, we can extend that; Commissioner Anna Butler seconded; Motion carried 4-0.**

Commissioner Tim Reed said this is not doing a renegotiation, it is to go through the existing agreement for the Commission to openly discuss. Requested Page 107 be removed from the packet. Said he would contact the Town Attorney with questions since he is not present.

Mayor Alison Dennington said Page 107 was not originally part of his packet so it is stricken.

**Vice Mayor Dawn Barlow made a motion that in light that the Town Attorney is not here to answer questions and provide guidance that this gets tabled, suggested putting this item as a standalone item before the next regular meeting; Commissioner Anna Butler seconded; Motion failed 2-2 with Mayor Alison Dennington and Commissioner Tim Reed dissenting.**

Commissioner Tim Reed suggested adding a residency requirement, in Section 2 suggested to make it say shall, in Section 3 suggested adding the Monday-Friday clause back in, in Section 4 he is opposed to the minimum entitled salary increase.

Mayor Alison Dennington said she was there when this was implemented and they said they made an agreement with the Manager for starting pay, and then after a certain amount of time it would be increased, but does not think it is an ordinary term and thinks

it should be changed. - 18:25

Commissioner Tim Reed spoke about Section 4(b) Benefits, adding a sick time cap. Section 4(c) Retirement, had questions about the retirement plan that was only for the Town Manager and expressed wanting to speak to the Finance Manager. In Section 4(d) the \$200 stipend per month for use of a personal vehicle, asked where this is accounted for in the budget, and would want a log of travel and pay it quarterly.

Mayor Alison Dennington spoke about why the \$200 stipend for use of a personal vehicle was established in the first place and believes it is excessive and unnecessary.

Commissioner Tim Reed asked about where Item 4(f) Life Insurance is in the budget. Section (c) Severance Pay, believes for 4 months is excessive.

Mayor Alison Dennington had a question for the Town Attorney who is not present, which is failure to perform any duties as required by the agreement provided she is given 30 days notice, but this does not apply to dishonest or unethical conduct, so would lying during a meeting fall under dishonest conduct? That would mean the 30 day period would not matter.

Vice Mayor Dawn Barlow said even though there is an employment contract, an individual might come to the table and try to negotiate.

Mayor Alison Dennington asked the Town Manager if she plans to renew the contract or put in her notice.

Town Manager Elizabeth Mascaro spoke about wanting to renew the contract.

Commissioner Anna Butler spoke about how if the Town Manager does want to remain, but the Commission decides to retract things, it will be difficult to renew a contract that is different.

Mayor Alison Dennington spoke about how she wishes they could talk about the situation the Town Manager put them in with the BSE contract.

Vice Mayor Dawn Barlow called a point of order for not being on topic.

Mayor Alison Dennington said the point of order was not well taken.

Vice Mayor Dawn Barlow appealed the Mayor's ruling.

**The Mayor called for a vote on the point of order; Motion carried 3-1 with Mayor Alison Dennington dissenting.**

Commissioner Tim Reed said currently the term is a 3 year contract and would want to consider going forward to a 2 year contract. Believes the idea of open hiring should be entertained. Said it would be good to have a total dollar figure representing the entire package of salary and benefits of the position.

**Steve Walters – 416 Sixth Ave** – Spoke about how a Commissioner does not need permission to contact the Town Attorney unless it is over 15 minutes. There needs to be a change with the Town Manager. 7 years is way too long. Don't consider this contract and go out looking to fill the position. - 32:20

- B. Consideration to purchase PowerDMS Power Policy software program supporting Human Resources and employee training – Town Manager Elizabeth Mascaro – 35:40

Mayor Alison Dennington spoke about how policies and procedures are the duty of the Town Manager. Asked if the Town Manager reduce her salary to pay for this.

Town Manager Elizabeth Mascaro spoke about not reducing her salary to pay for it. Said it is the same software the Police Department has and spoke about its benefits.

Commissioner Tim Reed spoke about not being in favor of this in the middle of the budget cycle.

Commissioner Anna Butler spoke about moving it to the next budget, and would like information from the Police Department, who currently uses the software.

Mayor Alison Dennington spoke about how the Police Dept had it in their budget.

Vice Mayor Dawn Barlow spoke about how looking at software for policies and procedures can be advantageous, and would like information from the Police Department.

Mayor Alison Dennington spoke about how the policies and procedures are a mess and have not been fixed. Would be great to have them organized, but it is not the right time.

- C. Consideration on completing the Town improvements (street signs, poles & banners) and closing Fund 351 Land and Road Improvements – Town Manager Elizabeth Mascaro – 42:00

Mayor Alison Dennington spoke about it being strange that this was voted on already, and why did the Town Manager put this on the agenda when the Vice Mayor was the one that brought this up.

Vice mayor Dawn Barlow said after the vote, she was contacted by a resident with some valid points, so she asked the Town Manager how far into the beautification process the Town was.

Town Manager Elizabeth Mascaro spoke about how Commissioner Tim Reed and the Commission wanted some funds transferred. They wanted to close Fund 351 and this was just to give the Commission an idea of how to structure it and still finish the project.

Commissioner Tim Reed said closing Fund 351 is not appropriate in the middle of a budget cycle. Clarified the Commission voted on one line item from this fund, not all of Fund 351.

**Vice Mayor Dawn Barlow made a motion that we just remove this from tonight's discussion and if I want to bring it forward I will resubmit it; Commissioner Anna Butler seconded; Motion carried 4-0.**

- D. Consideration of discussing the Basin 1 Bid Book during a Commission meeting prior to advertising the RFP – Town Manager Elizabeth Mascaro – 48:50

Town Manager Elizabeth Mascaro spoke about how a Commissioner asked for this, so she brought it forward.

Mayor Alison Dennington spoke about when she requested things to be put on the agenda, that no more than 2 items were allowed to be put on.

Commissioner Tim Reed spoke about being the one who wanted to bring this forward. Would like to adopt this item as his own. He was disappointed with the information provided during the stormwater workshop. Concerned with the amount of swale work. Spoke about how BSE had not inspected a section of pipe from Riverside drive to the outfall at the river. Brought up a proposal to do the project in 2 parts. Said to do the repairs prior to doing the swales to see if the repairs are sufficient and the swales are not needed. Would like a focused meeting with the Town Engineer prior to going out for bid.

Mayor Alison Dennington agreed with Commissioner Tim Reed. - 58:20

Commissioner Tim Reed spoke about the issues that arise with standing water, such as kids being attracted to standing water and mosquitoes. Said the Town Manager's directive to BSE was to go around people's landscaping for the implementation of swales and how that could be unfair for people that do not have landscaping.

Vice Mayor Dawn Barlow asked the Town Manager if there could be a meeting with the Town Engineer.

Town Manager Elizabeth Mascaro said we can schedule a meeting with the Town Engineer.

Commissioner Tim Reed said the Town Engineer would support his 2-phase process.

Mayor Alison Dennington asked if we would be overpaying if we did not install 5 miles of swales, but bid for that.

Town Manager Elizabeth Mascaro said if the work is not done, the Town will not be billed.

Commissioner Anna Butler spoke about wanting more information on swales, and being in favor of having a meeting with the Town Engineer to ask questions.

Mayor Alison Dennington spoke about needing a bigger pipe because it is not big enough, and some of the swales hold water for over a month.

Vice Mayor Dawn Barlow spoke about how it would be helpful if BSE could come up with a variation of the bid book.

Town Manager Elizabeth Mascaro spoke about getting BSE to do the pipe work first then the swales.

Commissioner Tim Reed spoke about there would be a lot of standing water, suggested focusing on the infrastructure and seeing if that fixes the problem.

Town Manager Elizabeth Mascaro asked if the Commission would like the meeting before the Regular Town Commission Meeting, or a stand alone.

Mayor Alison Dennington spoke about having a separate standalone meeting.

Vice Mayor Dawn Barlow asked if it was reasonable to get a couple dates in the next 3 weeks.

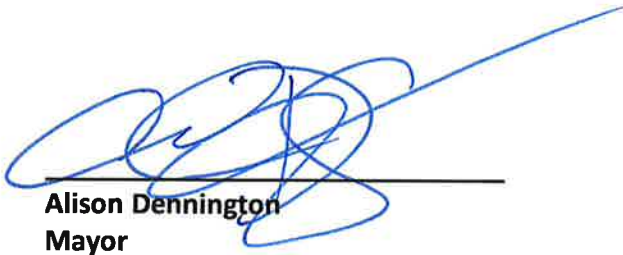
Mayor Alison Dennington asked what the Town Manager's plan is to get the bid out for an engineer. Asked what efforts the Town Manager is making to get it out as broadly as possible to get as many responses as we can. Suggested using the FLC to post it.

Town Manager Elizabeth Mascaro said the ad will be published on Friday with an invitation to bid. Having a non mandatory bid meeting 3 weeks from Friday and the final bid will be due on Friday, April 4th. Said she would post it on social media and can send emails to the engineering firms to let them know about the invitation to bid.


## 6. Adjournment

**Vice Mayor Dawn Barlow moved to adjourn; Commissioner Anna Butler seconded; Motion carried 4-0.**

Meeting adjourned at 7:11 pm.

  
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Alison Dennington  
Mayor

ATTEST:

  
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Rachel Pembrook (Apr 1, 2025 16:17 EDT)  
Rachel Pembrook  
Transcriptionist

