

# Town of Melbourne Beach

## REGULAR TOWN COMMISSION MEETING May 21, 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 Attorney Ryan Knight  
Town Clerk Amber Brown

#### 1. Call to Order

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

#### 2. Roll Call

Deputy Clerk Cyd Cardwell conducted roll call

#### Commission Members Present

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

#### Staff Members Present

Town Manager Elizabeth Mascaro  
Town Attorney Ryan Knight  
Chief of Police Tim Zander  
Finance Manager Jennifer Kerr  
Public Works Director Tom Davis  
Deputy Clerk Cyd Cardwell

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

Mayor Alison Dennington led the Pledge of Allegiance.

**4. Meeting Agenda – Additions/Deletions/Changes – 2:22**

**Commissioner Tim Reed made a motion to approve the agenda; Vice Mayor Dawn Barlow seconded; Motion carried 5-0.**

**5. Proclamations/Presentations/Awards – 3:30**

**A. Proclamation recognizing May 17th through May 23rd as National Safe Boating Week**

Robert Tribell with the Coast Guard spoke about National Safe Boating Week. Florida leads the nation in boating accidents. Recommended wearing life jackets and said that the consumption of alcohol is the contributing factor to most accidents.

Mayor Alison Dennington read the National Safe Boating Week Proclamation.

**6. Presentations by Special Guests (Maximum of 5 Minutes)**

**7. Public Comment (Non-Agenda Items) – 7:40**

***Frank LaGrassa – 412 First Ave – Spoke about how bids must be multiple and must be contracts. Spoke about how there was no contract with BSE. Commended Mayor Alison Dennington's persistence in getting the information and finding out there was no contract.***

***Leslie Maloney – 1403 Pine St - Spoke about the workshop about the tree ordinance, there was a request for research on impervious surface limits which they have done. She passed out paperwork to the Commission. Surrounding communities are enforcing stricter impervious surface limits, around 40% coverage, which prevents oversized homes from taking up the entire lot.***

***Barbara Struttman – 802 Pine St - Said she was there to offer her support to the Mayor in her efforts to keep the Town beautiful. Asked that the residents of the Town work together and put aside any ill will.***

***Jan Pence – 200 Riverside Dr - Passed out paperwork. Spoke about how the Mayor owns 4 houses in the Town of Melbourne Beach, and that they are listed under Funoe LLC. Spoke about how she is denying the lawsuit and how that is untrue. Said it's illegal to claim homestead on houses in an LLC.***

Mayor Alison Dennington said it is a 4 member LLC.

***Pat Scordino – 500 Harland Ave – Had a question about her property. Started to speak about item 10 G. on the agenda but was asked to hold her comment for public comment during that item.***

***Stephen Gallagher – 318 Third Ave - Said he thinks the Mayor should resign.***

***Kate Wilborn – 502 Second Ave - Spoke about how the Mayor holds people accountable and how that is important for the big projects coming up.***

**James Simmons – 409 Avenue B** - Spoke about how there used to be a lot of turmoil in the Town, but Town staff and processes have been getting cleaned up over the last several years. Now there is more turmoil than before. Said nothing has been accomplished during the Mayor's tenure, but a lot has been destroyed. Asked the Mayor to reflect on what she's done for the Town.

**Amy Rickman – 303 Sunset Blvd** - Spoke about how there was a bill of \$157,000 because the Mayor did not get a permit for the shed in the neighborhood. Said the Mayor does not think about the Town of Melbourne Beach and the Town needs another Mayor.

**John England – 514 Avenue B** - Asked the Commission to make a motion to build a small dock at the boat ramp. Also asked the Mayor to resign if she would not stop suing the Town. - 30:55

**Kari Ross – 206 Flamingo Ln** - Read the resignation letter of Building Official Robert Bitgood.

**Tina Coppock – 505 Avenue B** - Said the Mayor continues to bully the Town residents and fellow Commissioners. Asked the Mayor to drop the lawsuits and resign. Read a letter she had drafted to email to the Florida DOGE Office.

**Joyce Barton – 322 Third Ave** - Spoke about how the Mayor has cost the Town \$157,811. Spoke about how this all started with a shed and the problem could have been rectified if she had just gotten a permit and inspection. Leadership should bring the Town together and work for the common good of all. We all want peace and a bright future for Melbourne Beach.

**James Eubanks – 306 Beaujean Ave** - Expressed his support for the boat dock recommendations.

**Ashley Ball – 210 Cherry Dr** - Spoke about how she wants her family to be able to go on the boat at 6th Ave. Coquina rock was put in front of the wall.

Mayor Alison Dennington suggested people with questions on the subject can talk to the Public Works Director.

Commissioner Robert Baldwin said they could put that topic on the agenda for next month.

**Jason Judge – 206 Flamingo Ln** - Said let's stop the fighting and make this place better. Said at some point, the Mayor needs to look inward to determine why she cannot work with her neighbors. Spoke about the various lawsuits she has brought to the Town.

**Bryan Troy – 509 Hibiscus Trl** - Spoke about when he met the Mayor and how she was disrespectful when he was speaking at a meeting. Spoke about her fear mongering in the past about a small boat ramp and how she is still fear mongering today. Said she was going to STR her own 4 homes and decided not to out of convenience.

Deputy Clerk Cyd Cardwell read a public comment provided by **Roger Newell – 506 Colony St** - Spoke about new positions in the Town not being advertised. Mismanagement is out of control and there is no respect for the taxpayers. Said the Mayor ran a campaign on change and was voted in by residents who wanted the same.

Deputy Clerk Cyd Cardwell read a public comment provided by **Mark McBride – 310 Second Ave** - Spoke about the lack of proper enforcement of STRs, said the Town Manager has not delivered competent management of the Town's STRs, and asked that they find someone who will.

**8. Consent Agenda – 1:01:30**

- A. Approval of the Town Commission Workshop minutes April 2, 2025
- B. Approval of the Regular Town Commission Meeting minutes April 16, 2025
- C. Approval of the Special Town Commission Meeting minutes April 23, 2025
- D. Approval of the Town Commission Workshop minutes April 30, 2025
- E. Approval of the Town Commission Workshop minutes May 5, 2025
- F. Approval of the site plan for 394 Riverview Lane – new single-family home

Mayor Alison Dennington asked for items D and F to be pulled to new business. They just received item D minutes today so no time for review and item F there were parts of the permit where required spaces were left blank.

**Commissioner Tim Reed made a motion that we approve Items A, B, C, E on the Consent Agenda; Mayor Alison Dennington stated that a motion was not required as long as there was no objection from all Commissioners; no objection stated for approval of Items A, B, C, E.**

**9. Public Hearings/Special Orders**

**10. Unfinished Business – 1:05:25**

- A. Approval of the Regular Town Commission Meeting minutes March 19, 2025

**Commissioner Robert Baldwin made a motion to approve the Regular Town Commission Meeting Minutes from March 19th as amended; Commissioner Anna Butler seconded; Motion carried 5-0.**

- B. Approval of the first Special Town Commission Meeting minutes March 31, 2025

**Commissioner Anna Butler made a motion to accept meeting minutes from March 31st, 2025; Commissioner Robert Baldwin seconded; Motion carried 5-0.**

- C. Resolution 2025-05 Establishing a Technology Advisory Board – Town Attorney Ryan Knight  
**A RESOLUTION OF THE TOWN OF MELBOURNE BEACH, BREVARD COUNTY, FLORIDA, ESTABLISHING A TECHNOLOGY ADVISORY BOARD TO MAKE RECOMMENDATIONS TO THE TOWN COMMISSION; PROVIDING FOR ITS DUTIES, RESPONSIBILITIES, MEMBERSHIP, AND MEETINGS; AND PROVIDING FOR AN EFFECTIVE DATE.**

Town Attorney Ryan Knight said the current resolution provides that each member shall be a volunteer who applies to be a member subject to approval of the Town Commission.

Commissioner Tim Reed said other boards have a term for 2 years and recommended keeping this board consistent with that to also have a 2 year term.

**Commissioner Tim Reed made a motion to approve Item C in Unfinished Business with the change of having a 2-year term; Commissioner Robert Baldwin seconded; Motion carried 5-0.**

- D. Resolution 2025-10 Supporting DOGE and requesting assistance, including AI-driven auditing for review and evaluation of current and future budgets and operations  
**A RESOLUTION OF THE TOWN OF MELBOURNE BEACH, BREVARD COUNTY, FLORIDA, SUPPORTING EXECUTIVE ORDER 25-44, ENTITLED *ENSURING GOVERNMENT EFFICIENCY*, AND SUPPORTING COLLABORATION WITH THE GOVERNMENTAL EFFICIENCY TEAM WITH IDENTIFYING UNNECESSARY LOCAL GOVERNMENT SPENDING, CREATING EFFICIENCIES, AND SAVING TAXPAYER DOLLARS; AND PROVIDING FOR AN EFFECTIVE DATE.**

**Vice Mayor Dawn Barlow made a motion to approve Resolution 2025-10; Commissioner Anna Butler seconded; Motion carried 5-0.**

- E. Discussion on the proposed ordinance language for owner-occupied short-term rentals and life safety issues or revisions – Town Attorney Ryan Knight

Town Attorney Ryan Knight said he thought something would be finalized at this point but the language is not finalized yet. Needs more clarification on a parking issue. Will have a first reading for the next meeting. Said it is not too comprehensive and if the Commissioners wanted to call to discuss it prior to the meeting they could.

**Vice Mayor Dawn Barlow made a motion to table Item E to the next Regular Town Commission Meeting; Commissioner Robert Baldwin seconded; Item was withdrawn.**

- F. Consideration on the Charter Review Committee recommendations – Town Attorney Ryan Knight

Town Attorney Ryan Knight said in order to draft an ordinance, he needs clarification of what amendments the Commission wants included and if there are any changes they want to make to what the CRC presented.

Commissioner Tim Reed spoke about Section 3.03 bullet D, said he is not on board with the usage of the word interfere. Would like an interference clause or describe it directly. Said they are not directing or tasking staff.

Mayor Alison Dennington said that the examples they were sent all defined interference which says it is not asking staff for information or records. Said she would like to leave that provision the same. Said the Commission could come up with their own policy where they define inquiries and investigations and put some limits on themselves.

Commissioner Robert Baldwin said he would be in favor of approving the other 5 high priority ones and pulling this off and handling it as a resolution.

**Commissioner Robert Baldwin made a motion to accept the high-priority recommendations of the Charter Review Committee and enumerate sections 2.03, 2.04, 2.09, 3.01; Commissioner Robert Baldwin withdrew the motion.**

**Commissioner Robert Baldwin made a motion to not adopt section 3.03 on the Interference Clause; Commissioner Tim Reed seconded; Motion carried 5-0.**

Mayor Alison Dennington spoke about her concern with changing moral turpitude to malfeasance/misfeasance. Suggested some language changes.

Town Attorney Ryan Knight said malfeasance and misfeasance are defined in Florida Statute.

Mayor Alison Dennington also spoke about having an issue with Section 3.04 about the Clerk. Said that she feels they are taking away independence from the Town Clerk and how that is dangerous theoretically and in practice.

Vice Mayor Dawn Barlow asked if the Town Attorney had guidance on the language about malfeasance and misfeasance.

Town Attorney Ryan Knight said these are the CRCs recommendations and he does not have anything to add, it is just the Commission's preference.

**Commissioner Robert Baldwin made a motion to table the rest of the discussion on this agenda item to allow the Town Attorney time to investigate the malfeasance/misfeasance question and we bring this back next Regular Town Commission Meeting; Vice Mayor Dawn Barlow seconded; Motion carried 5-0.**

- G. Basin 1 stormwater project breakdown for phase 1 – Town Manager Elizabeth Mascaro - 1:25:18

Town Manager Elizabeth Mascaro spoke about the documentation that the Commission requested of BSE to remove the swale work and keep the pipe work to be bid by an RFP. Shows an estimated cost to do just the pipework and there are 4 additional options which would be up to different companies for how they want to bid. Said they have not scoped the section that they did not do before, have not done anything until new contracts are issued.

Commissioner Tim Reed confirmed the additional options are if they are needed. Said he did not understand the replacement in the green space.

Commissioner Robert Baldwin said it is putting pipe next to the old pipe instead of ripping out the old pipe.

Town Manager Elizabeth Mascaro said she was looking for a decision from the Commission if they would like to bid the project to send out for an RFP.

Commissioner Tim Reed asked where they were at with getting a contract with an engineering company.

Town Attorney Ryan Knight said the contracts have been sent out, they received pricing sheets from contractors and are waiting to see if there are any revisions. Said he should hear by the end of the week, revisions usually don't take long.

Commissioner Tim Reed expressed his concern that they are not on contract technically with the companies now and because of that, he is concerned that any interactions or work should

be limited to design or planning aspects, no materials being ordered, no physical work being conducted, etc.

Town Manager Elizabeth Mascaro spoke about the bid timeline. The bid is generally 30 days, then they have to allow whoever wins the bid to organize their crews and come up with a time frame of when they can start and how long the work will take to complete.

Vice Mayor Dawn Barlow suggested making a motion to send a bid out once the contracts are finalized.

Mayor Alison Dennington said she would like the contracts to be done and then to call a Special Meeting to discuss that.

Town Attorney Ryan Knight suggested that the Commission could name a day to send it out for an RFP on the condition that the contract has been executed.

Town Manager Elizabeth Mascaro said once bids are opened and recorded, it will come before the Commission to review so they can see prices, what each company thinks should be included, and they can attend the meeting and answer the Commissioner's questions.

**Vice Mayor Dawn Barlow made a motion that we send this out for RFP by June 1st with the condition that the CCNA agreements is executed by BSE; Commissioner Anna Butler seconded; Vice Mayor Dawn Barlow amended motion to put the project out for RFP on June 2 or thereafter; Commissioner Anna Butler seconded; Motion carried 4-1 with Mayor Alison Dennington dissenting.**

Mayor Alison Dennington read a public comment provided by *Pat Scordino – 500 Harland Ave* – *Spoke about her concern about her property and the stormwater fixes, said her yard and driveway took the brunt of the construction zone last time it was fixed and wants to know what will happen to her property this time.*

Public Works Director Tom Davis was tasked to follow up on the public comment with the resident.

- H. Discussion on leasing a large pump to provide emergency flood protection – Commissioner Tim Reed - 1:45:10

Commissioner Tim Reed spoke about how this is to have a portable stormwater pump available to deal with surge protection of flooding. Gave an example that Cape Canaveral uses. Recommends when they have engineering firms on contract, use one to evaluate or consult on this proposal and offer suggestions. Suggested putting it on the task list.

Town Manager Elizabeth Mascaro suggested coming up with a price point and if it was under that, they could approve it and if it was above that amount they could bring it back to the Commission.

Town Attorney Ryan Knight spoke about a task authorization issued first that would be signed off on by both parties with the exact amount in there.

Mayor Alison Dennington said she wanted to get the contract first but does support this.

**Commissioner Tim Reed made a motion to add this item to the task list to come back time wise after we have all the engineering companies on contract; Commissioner Robert Baldwin seconded; Motion carried 5-0.**

- I. Consideration on the lease extension for the Old Town Hall building – Town Manager Elizabeth Mascaro - 1:51:10

Town Manager Elizabeth Mascaro said she received the 5 year lease extension from the County and will not begin until the expiration of the old lease. They are also approving of the new roof, the Town just needs to provide the proof of insurance policy.

Town Attorney Ryan Knight spoke about the MOU has not been finalized, but it is in process.

Commissioner Tim Reed said in the existing lease there is an item that calls for the Town to do quarterly reports. Does not know who does that or if it is actually happening, suggested if both parties are okay with it, possibly removing that.

**Item tabled until the Memorandum of Understanding comes back.**

#### **11. New Business – 1:54:10**

- A. Resolution 2025-08 Stormwater Utility Assessment Roll Certification – Finance Manager Jennifer Kerr

**A RESOLUTION OF THE TOWN OF MELBOURNE BEACH OF BREVARD COUNTY, FLORIDA, CERTIFYING THE ANNUAL STORMWATER UTILITY ASSESSMENT ROLL FOR THE TOWN OF MELBOURNE BEACH STORMWATER UTILITY BUDGET FOR FISCAL YEAR 2025/2026; AND PROVIDING FOR AN EFFECTIVE DATE.**

Finance Manager Jennifer Kerr said this is the resolution to adapt the rate for the stormwater utility assessment roll and must be done prior to the end of July. Said she has to get it to the County by July so they have time to submit it by September. The resolution attached is from 2000 and has a rate of \$36.

Town Manager Elizabeth Mascaro said this generates around \$55,000 which goes into the stormwater fund.

Commissioner Tim Reed spoke about how if they are going to spend a million dollars towards stormwater, they only have 759,000 and this small amount of money does not help with that. Town Manager Elizabeth Mascaro said they have 1.7 million available.

Mayor Alison Dennington said this is 25 years old and only providing a small amount of money that does not cover much.

Commissioner Tim Reed said he was looking at Fund 341 in the Fiscal Year '25 budget and said it had \$500,000 put in and there was a carryover of \$259,000. Said he did not see the 1.7 million in the finance report.



Finance Manager Jennifer Kerr said there was a carry forward that was approved by the Commission to have money go from the ARPA fund into 341 fund.

Town Attorney Ryan Knight spoke about how if they wanted to increase the amount from \$36, the best way to increase the amount is to increase impervious area. Said he believes there is a provision that allows them to change the price without a referendum but would want to review the Charter to verify.

Mayor Alison Dennington said she would like to have the Town Manager contact other similar size cities to get ideas of what they are doing.

Commissioner Tim Reed spoke about wanting to do a more formal, comprehensive study.

Mayor Alison Dennington spoke about the differences between single family, multi family, commercial etc and what each would be paying in regards to this issue.

**Commissioner Tim Reed made a motion that we approve Resolution 2025-08 as is with the caveat that we take on the commitment to move forward with looking at how to do a rate study and the idea of moving the excess money to the 341 fund if possible; Commissioner Anna Butler seconded; Motion carried 4-1 with Mayor Alison Dennington dissenting.**

Town Manager Elizabeth Mascaro said EAB brought the recommendation up to increase pervious to 40% which might be something to consider after this year.

- B. Resolution 2025-09 Standards to safeguard against cybersecurity threats – Finance Manager Jennifer Kerr - 2:13:10

**A RESOLUTION OF THE TOWN OF MELBOURNE BEACH, BREVARD COUNTY, FLORIDA, TO ADOPT STANDARDS TO SAFEGUARD AGAINST CYBERSECURITY THREATS; ADOPTING THE METHODS AND STANDARDS SET FORTH IN THE MOST RECENT VERSION OF THE FRAMEWORK FOR CYBERSECURITY ADOPTED BY THE NATIONAL INSTITUTE OF STANDARDS AND TECHNOLOGY; PROVIDING FOR CONFLICTS, SEVERABILITY, AND AN EFFECTIVE DATE.**

Finance Manager Jennifer Kerr spoke about how the state would like the municipalities to adopt resolutions to recognize cybersecurity and set up standards for it.

Commissioner Robert Baldwin tasked staff with making a timeline and plan.

Finance Manager Jennifer Kerr said they do have cybersecurity insurance and she is speaking with computer experts. It is being worked on but this needs to be passed and then they can move forward.

Town Manager Elizabeth Mascaro said they have upgraded their detection software, computer experts will send fraud emails to see if anyone will open them.

Mayor Alison Dennington tasked staff with finding out if “.gov” is now a requirement for the Town website URL.

Commissioner Tim Reed put out timeline date etc

**Commissioner Robert Baldwin made a motion that we pass Resolution 2025-09 Standards to safeguard against cybersecurity threats and that we add it to the task list for Town Staff to come back at the next Regular Town Commission Meeting with an implementation plan for section 3 items A-E to include dates;**

Finance Manager Jennifer Kerr clarified that the Commission is giving the Town Manager the authority to implement this and that the Town Manager would be the one to bring back information to the Commission.

**Commissioner Anna Butler seconded;**

***Bruce Larson – 1507 Pine St - Recommended having the Tech Advisory Board support the Town Staff with this issue.***

**Motion carried 5-0.**

Mayor Alison Dennington called for a recess at 8:20 pm to 8:27 pm

Deputy Clerk Cyd Cardwell conducted roll call

**Commission Members Present**

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

**Staff Members Present**

Town Manager Elizabeth Mascaro  
Town Attorney Ryan Knight  
Chief of Police Tim Zander  
Finance Manager Jennifer Kerr  
Public Works Director Tom Davis  
Deputy Clerk Cyd Cardwell

- C. Consideration on reviewing and terminating the Town Manager's contract and going out for RFQ to fill the position – Mayor Alison Dennington - 2:29:02

Mayor Alison Dennington said many residents have complained over the years, many employees have left and filed grievances. In the grievances they mention intentional denial and hiding of public records. Said there are many problems but the biggest issue is BSE and not having a contract. Said one of the essential functions for the Town Manager is to monitor franchise agreements and contracts and she believes there has been active concealment.

**Mayor Alison Dennington made a motion to terminate the Town Manager for cause immediately;**

Mayor Alison Dennington asked the Town Manager if she had applied for other manager positions.

Town Manager Elizabeth Mascaro said she did not see why that was relevant and has never done anything outside of the public view. Said her comments are not factual.

Commissioner Tim Reed said he understands the points the Mayor is making. Said he would be less inclined to pursue this course of action in light of the fact that the agreement contract is up for renewal later this year, so that is an opportunity to do an objective hiring process.

Commissioner Anna Butler said you do not handle an employee that you believe is having poor job performance by publicly degrading them. You would have a performance review with that person and work with them. That has not been done. Also mentioned that what the Mayor is saying is not truthful. The Town Manager inherited the BSE issue and nothing illegal has happened.

Vice Mayor Dawn Barlow said she does not believe firing the Town Manager is the right thing to do for Melbourne Beach. Said no laws have been broken. Said they have a contractual obligation to the Town Manager and terminating her could result in costly lawsuits. Listed some of the Town Manager's strength and then some room for improvement, specifically communication and responsiveness. Supporting the Town Manager is not about loyalty or politics, it is about making a reasoned and informed decision.

Commissioner Robert Baldwin spoke about how Mayor Alison Dennington was censured. At that time, she received some of the same feedback being discussed tonight, to which the Mayor said she would try to embody some of the suggestions for improvement.

Mayor Alison Dennington said point of order for attacking another Commissioner.

Commissioner Robert Baldwin said maybe we need another censure.

Mayor Alison Dennington said she has been here longer than the other Commissioner and spent the first 6 months sitting down with the Town Manager, which did not work. Said one of the Commissioners' main jobs is oversight. At some point, most Town Manager's would have realized there was no contract, and contracts are a main part of the job.

**Motion failed for lack of second.**

**Mayor Alison Dennington made a motion that we give Town Manager Elizabeth Mascaro a 30-day warning letter and put out a bid for the Town Manager contract; Motion failed for lack of second.**

Mayor Alison Dennington asked the Town Manager a second time if she had applied for other manager positions to which she did not answer.

Town Attorney Ryan Knight said if you put something in writing, it cannot just be for any reason. It must be specific about what the Town Manager should correct. If that is not corrected or if there is another deficiency of that same provision then in 3 days, that could be for cause.

Town Manager Elizabeth Mascaro said the motion is anything that is one of the essential functions of the Town Manager's job or anything she was tasked to do and failed to do.

**Mayor Alison Dennington made a motion to put out a bid for the Town Manager contract immediately; Commissioner Tim Reed seconded;**

Vice Mayor Dawn Barlow asked the Town Attorney about the contract with the Town Manager and the 60 day notification with a desire to renew or not renew.

Town Attorney Ryan Knight said it would be up to the Commission, if they opened it up for bid people could apply, including the current Town Manager so there is no time limit that says it has to be 60 days or now. It is 60 days from the date that the agreement expires which is September 19th 2025.

***Tina Coppock – 505 Avenue B - Spoke about Mayor Alison Dennington's personal vendetta against the Town Manager. Mentioned the Mayor did not like the Town Manager's support of Town Staff members, including the Building Official in the shed case. Asked when she would apologize to the Town Attorney and Commissioner Anna Butler for her letter to DOGE.***

***Kari Ross – 206 Flamingo Ln - Spoke about how this was not a surprise to anyone, including the Town Manager, so for her to apply to other positions is something that should not sway any votes. - 2:52:30***

***Reynaldo DeValle – 215 Ash Ave - Spoke about how the Mayor is not responsible for a toxic atmosphere, there have been issues with foul language years prior. Said there have been many complaints about the Town Manager from residents and employees, and mentioned a video of the Town Manager criticising employees. Important to talk about this with the contract coming up, it's a generous salary and could find a very good fit for the role.***

***Jason Judge – 206 Flamingo Ln - Said as far as Town Managers in this County, Town Manager Elizabeth Mascaro is overworked and underpaid. Said the Mayor has walked in since day 1 and hammered the Town Manager, did not make an effort to work with her. He asked how she and her kids would walk around Town and was interrupted by the Mayor.***

Mayor Alison Dennington said she felt she was being threatened.

Town Attorney Ryan Knight said he should be able to finish his comment, he did not see it as a threat or fighting words.

***Jason Judge continued his statement, saying he does not want anything bad to happen to her or her kids, but if she is doing wrong things and was interrupted by the Mayor again.***

Mayor Alison Dennington said he was threatening her.

Town Attorney Ryan Knight again said he did not interpret what Jason Judge said as a threat.

***Jason Judge said it is a scarlet letter she will wear around this Town. Said she has to think about the way people in this Town view her. He said he thought she would do good for the Town and has been disappointed. Spoke about her lawsuits against the Town.***

***Susan Martin – 2202 Rosewood Dr - Said she is the citizen who requested the position requirements and the Town Manager's resume because there has been so much controversy that she wanted to see it for herself. Mentioned on April 20th 2022, the Town Manager made a video where she bullied former employees. Disparaging employees is not the right thing to do. Of the 26 employees in Town, only 10 have been employed more than 3 years. Said poor***

*retention is an indication of poor management. Requested the Town advertise for the position of Town Manager and find a qualified replacement at the end of her contract in August.*

**Jan Futch Guilbeau – 806 Oak St** - Spoke about how her first impression of the Town Manager was from the video other residents have referred to where she made fun of employees. Said she came to the Town Manager with various issues and was lied to. Said the Town Manager is not qualified for the position.

**Gail Gowdy – 215 Ash Ave** - Said she has lost confidence in the Town Manager. Asked how long it takes to get public records requests and short term rental ordinances. Asked why we lost so many employees and why we don't have engineering firm contracts. Said the Town Manager is dishonest, conniving, and mean and she withholds public information. Requested they open the search for a new Town Manager.

Deputy Clerk Cyd Cardwell read a public comment provided by **Martha Evers – 413 Third Ave** - Requested they put out a bid for a new Town Manager rather than renew the current Town Manager's contract. Said she failed a basic part of her job with the BSE contract. Said the current Town Manager is underqualified for the position as she does not have a 4 year degree.

Deputy Clerk Cyd Cardwell read a public comment provided by **John Williamson – 413 Third Ave** - Requested they put out a bid for a new Town Manager for this August rather than renewing her contract for this position.

Vice Mayor Dawn Barlow asked if the RFQ process would be a 30 day window.

Town Attorney Ryan Knight said for a Town Manager it is usually longer but would be up to the Commission. Also would need to consider doing it internally or use an external firm to solicit Town Managers. These things could be decided at a Special Meeting.

Mayor Alison Dennington said they could talk about it at the workshop but the idea is that it would be posted as an open position tomorrow.

**Motion failed 3-2 with Commissioner Anna Butler, Vice Mayor Dawn Barlow, and Commissioner Robert Baldwin dissenting.**

Commissioner Robert Baldwin clarified his nay is because he thinks things need to be hashed out at a special topic meeting, wanted everything regarding the Town Manager to go to a Special Meeting.

Vice Mayor Dawn Barlow said she also felt it is important to have an overall discussion about the process and is in support of having a Special Meeting around that.

**Roll Call Vote by Deputy Clerk**

Mayor Alison Dennington - Aye

Vice Mayor Dawn Barlow - Nay

Commissioner Robert Baldwin - Nay

Commissioner Anna Butler - Nay

Commissioner Tim Reed - Aye

- D. Consideration to initiate an open hiring process for the Town Manager position – Commissioner Tim Reed – 3:19:32

Commissioner Tim Reed proposed initiating an open hiring process by publicly posting and advertising the Town Manager position to attract a wide pool of applicants including the incumbent. Would like to do this by the end of June. Soliciting of new applicants even when a position is staffed when approaching renewal is considered a prudent and objective means of ensuring the best interests of the Town are served. Listed some reasons getting a wide pool of applicants is beneficial including ensuring the best fit and offering perspective on current talent trends, compensation, expectations and emerging skills.

**Commissioner Tim Reed made a motion that we initiate an open hiring process by publicly posting and advertising the Town Manager position to attract a wide pool of applicants including the incumbent, with a target of trying to get that up and going by the end of June; Mayor Alison Dennington seconded;**

*Tina Coppock – 505 Avenue B - Spoke about being a qualified candidate for this position. Said maybe she will apply for the job.*

*Bruce Larson – 1507 Pine St - Spoke about how Town Manager Elizabeth Mascaro is in the Fellsmere Town Manager search, she is managing her risk and he believes the Town should do the same and at least cast a net out to understand the candidate pool.*

*Bryan Troy – 509 Hibiscus Trl - Spoke about something Commissioner Tim Reed said, that new leadership can improve team dynamics. Said he agrees completely and that is why he believes Mayor Dennington should step down.*

*Jan Futch Guilbeau – 806 Oak St - Spoke about being pleased that they want to put it out to bid. It is the way it should have been done.*

Deputy Clerk Cyd Cardwell read a public comment provided by **Connie Cassel – 215 Cherry Dr** - Said please post the Town Manager position for qualified candidates to replace the current Town Manager.

The Commission discussed the importance of having a Special Meeting around this topic.

Commissioner Robert Baldwin asked the Town Manager if she had any idea if she wanted to renew the contract or not.

Town Manager Elizabeth Mascaro said the comments made about her regularly are false. The video was meant to be private and for the prior Mayor. Said she feels inspired by the process and the audience, so she does not have any intention of leaving if she does not have to.

**Motion failed 3-2 with Commissioner Anna Butler, Vice Mayor Dawn Barlow, and Commissioner Robert Baldwin dissenting.**

Roll Call Vote by Deputy Clerk

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

**Commissioner Tim Reed made a motion to have a Special Meeting before the end of June to review the qualification and idea for how we would go about going for a search; Commissioner Robert Baldwin seconded; Motion carried 5-0.**

- E. Consideration on setting a date for a performance evaluation of the Town Manager – Mayor Alison Dennington – 3:33:45

Mayor Alison Dennington said it is a requirement to do a yearly performance review and that has never been done. It is supposed to be done publicly. The goal is to schedule a meeting, and each Commissioner comes to it with their performance evaluation.

Commissioner Robert Baldwin said scoring mechanisms are not reliable unless you can back it up with information because one person's 5 is another person's 3.

Commissioner Anna Butler agreed and said it is also common practice to have the employee score themselves which can lead to a better discussion.

Town Manager Elizabeth Mascaro was tasked with performing a self-evaluation.

Mayor Alison Dennington spoke about the scoring number possibly having a monetary value associated.

HR Manager was tasked with providing policies and procedures germane to the performance evaluation.

A Special Meeting was scheduled for June 2, 2025 at 4:00 pm for a performance evaluation of the Town Manager.

A Special Meeting was scheduled for June 2, 2025 at 4:45 pm for a discussion of the Town Manager position.

Town Attorney Ryan Knight received clarification on what he should prepare for the meeting.

Town Manager Elizabeth Mascaro said historically they have used outside agencies to conduct a search for hiring.

- F. Consideration to request a detailed report every two weeks on short-term rentals – Commissioner Anna Butler - 3:49:05

Commissioner Anna Butler said she did this as a way to solidify what residents are asking for and an easy way to look at a report for the STRs. Would like to have a spreadsheet created to list properties individually which would make it more user friendly.

Vice Mayor Dawn Barlow said she had a chance to meet with the Town Manager because she has been disappointed in the reports coming out. Does not want to overcomplicate it, but she did start drawing out an excel spreadsheet that has the addresses of the properties. Some things that should be listed are property, advertisement link, certificate, max number of cars, max number of occupants, opportunity to be grandfathered, noise ordinance reports, etc. Also suggested attaching dates to these things.

Mayor Alison Dennington spoke about minutes from a previous meeting that said a 4-0 vote to have the Town Manager send one email per week on the status of all 4 points of the Deckard software and they have not received any emails. Another 4-0 vote to get a weekly update on the STR numbers, and have not gotten that weekly either.

Commissioner Tim Reed said it is his belief that the Deckard software has reporting capabilities and they do not appear to be being utilized. Not sure they will get this information without a culture change for those responsible for administering this. Said this is something the Technology Advisory Board could help with.

Town Manager Elizabeth Mascaro said the Code Enforcement Officer was struggling and left so there is no Code Enforcement Officer right now. Said their software program has parts that do not speak to each other, so when there are enforcement issues, it shows up in one place but has to be added to another. Spoke about the Deckard software and the progress being made with uploading current registered vacation rentals. The things the Commission is asking for are not capable within the software so they are going to put the vacation rentals in an excel spreadsheet and not put them in the BS&A software.

Mayor Alison Dennington suggested using the BS&A software for the things it can do and in addition to that, create an excel spreadsheet.

Town Manager Elizabeth Mascaro spoke about the Code Enforcement Officer leaving due to stress and there is someone new starting June 2nd.

Vice Mayor Dawn Barlow said the way it is currently being handled is not creating a sense of confidence that the Commission is doing what they said they were going to do to foster a reputation in the Town that says, while they may not control that STRs are here, they want the STRs to be respectful of the Town.

Town Manager Elizabeth Mascaro said the Office Clerk is sending out the new ordinance with a cover sheet to explain the changes to all of the STRs. Said she would follow up with the Office Clerk to send the Commission an email with the date those are going out.

Mayor Alison Dennington spoke about how it was already voted on that they would receive weekly updates and said there is always an excuse. Suggested a Deckard software workshop. Asked the Town Manager if they would ever get those weekly emails or if she just forgot.



Town Manager Elizabeth Mascaro said she did not forget, she was trying to figure out what they had so the reports could be accurate.

**Commissioner Tim Reed made a motion that we involve the Technology Advisory Board to assist in resolving whatever conflict or problems we are having in getting the reporting in a timely and meaningful fashion; Commissioner Robert Baldwin seconded;**

Commissioner Robert Baldwin said it is common to do a weekly update report and that they need to get updates regardless of if the Town has new information or not. A lack of communication leaves space for people to incorrectly fill in the blanks themselves. Confirmed they would receive an email Friday.

***Tina Coppock – 505 Avenue B - Asked the Commission to consider that they continue to add duties to the jobs of the Town employees. Does not disagree with the Commission wanting reports, but what are you going to drop from their plate if you continue to add? Also spoke about the length of the meetings and that the Mayor is running the meetings and talks incessantly. It's up to the other Commissioners to cut her off with point of order.***

Commissioner Tim Reed said code enforcement and tracking is not a new duty.

**Motion carried 5-0.**

- G. Consideration on creating a policy and procedure for short-term rental case handling – Mayor Alison Dennington - 4:18:25

Mayor Alison Dennington said every month we are at the same spot and thinks there needs to be a policy that is written and explicit with consequences and assignments of responsibility. Asked the Town Attorney for recommendations

Town Attorney Ryan Knight said normally STR decisions are something the Code Enforcement Officer would have authority to do. Asked if the Mayor was looking for timelines, such as when something happens, they will get a notice of violation, 10 days after, the notice of hearing goes out, etc.

Mayor Alison Dennington said she wanted it clear that if the Town Manager was required to sign off, she was responsible for closing it.

Commissioner Robert Baldwin said it seems like they need a flow chart first, they need a procedure drawn out which should come from Town Staff, then they can see the action steps.

Town Attorney Ryan Knight recommended that he should make a PowerPoint for the new Code Enforcement Officer with the procedures, regulations, provisions and what an ideal tracking sheet would look like.

Mayor Alison Dennington spoke about how the Town Manager should be involved as well and be responsible for explaining the reason, if they were not able to meet the guidelines.

Commissioner Tim Reed said he wrote a flow chart to see how that would be and he thinks that is a great analogy for attacking this. This requires more effort outside of tonight.

**Commissioner Robert Baldwin made a motion to table Item G.**

Mayor Alison Dennington withdrew the item.

**Commissioner Robert Baldwin withdrew his motion.**

H. 2017 CCNA selection process and history – Town Attorney Ryan Knight – 4:27:30

Town Attorney Ryan Knight said he received a lot of questions about the process so he could provide an overview of why there was no contract and the timeline for that.

Mayor Alison Dennington mentioned a spreadsheet that provides the payments which was around \$350,000.

Commissioner Robert Baldwin asked, even though there was no formal contract, would the terms in the RFQ have survived and been enforceable in the spirit of a contract.

Town Attorney Ryan Knight said nothing was signed, but there were provisions in the paperwork and both parties seemed to be on the same page as far as what their obligations were.

Mayor Alison Dennington spoke about different types of contracts, said there was no oral or written contract here. Also mentioned a procurement code that requires written contracts.

I. Discussion on the reconsideration of the G&G Roofing contracts – Town Attorney Ryan Knight - 4:34:20

Town Attorney Ryan Knight said there have been some issues with G&G Roofing. There were 2 proposals and 3 were required. Said the Commission can make a motion to withdraw the roofing proposal with G&G and send it out for an RFP.

**Commissioner Tim Reed made a motion to rescind the G&G Roofing contract and proceed to put the roof for the Town History Center out for RFP in accordance with the Town's ordinances; Commissioner Anna Butler seconded; Motion carried 5-0.**

**Commissioner Tim Reed made a motion that we rescind the bid from G&G for the Town Hall roofing and approach EDC Haley Ward for initial consultation on making the corrections for the building, the roof, cupola, and the mold problems, up to \$4,000; Commissioner Robert Baldwin seconded; Motion carried 4-1 with Vice Mayor Dawn Barlow dissenting.**

Vice Mayor Dawn Barlow said nay because she does not like the \$4,000 figure.

J. Consideration on creating a resolution requiring prompt and clear communication to the Commission when there is a gap in services to the residents – Commissioner Anna Butler – 4:43:25

Commissioner Anna Butler said this came to be with the Building Official leaving and this is about how to respond in a responsible way to the residents so there is a consistent message coming from the Commission and Town Staff.

Mayor Alison Dennington clarified that she would like to have a process when something like this happens, that there would be a consistent message that would be given by the Town itself, not that it would be something the Commission is obligated to say. Spoke about how she appreciates this because the Building Clerk has been telling people things different than what is really happening and it would be good for everyone to be on the same page.

Commissioner Tim Reed asked what the communication channel is that Commissioner Anna Butler had in mind for the public.

Commissioner Anna Butler said a lot of times residents reach out to the Commission with questions, she wants to have answers for those people and does not necessarily want to post anything to the website to reach everyone.

Commissioner Robert Baldwin said this is situationally dependent and would be very hard to make a blanket policy about.

Mayor Alison Dennington suggested whenever a department head leaves, within 3 days the Town Manager creates a basic statement to send to the Commission and Town Staff and update it as information comes.

Town Manager Elizabeth Mascaro said she was not aware of the information that was being said until she got the emails from the Mayor. Said she was able to tell people what to say or that she could be the one to talk to the residents, so that situation has improved.

**Commissioner Robert Baldwin made a motion to task the Town Manager with delivering a corrective action report to the Commission within 10 days; Commissioner Anna Butler seconded; Motion carried 5-0.**

- K. Consideration on having the Town Boards do a monthly lecture and learning series – Mayor Alison Dennington - 4:57:45

Mayor Alison Dennington withdrew the item.

- L. Consideration on creating a policy requiring a comprehensive position cost reporting as part of the budget process – Mayor Alison Dennington – 4:58:22

Mayor Alison Dennington said municipal budgets are for people to understand them. Wants something for this year and every year going forward that will lay out the positions' cost to the Town, so basic compensation, FICA taxes, benefits, and other costs to the Towns such as uniforms.

Commissioner Robert Baldwin said if that was already in the works for this budget cycle, could we postpone making a policy.

Town Manager Elizabeth Mascaro said the budget has always been broken out between payroll and expenses for each department. Considers software, licensing, etc as the cost of doing business.

Mayor Alison Dennington said she wants the section for other costs to the Town to be more comprehensive.

Commissioner Robert Baldwin said sometimes you get to a point of analysis paralysis and you have to get to what is actually adding insight. Salary and benefits are good but being mindful of the third bucket that you can get too in the weeds.

Vice Mayor Dawn Barlow spoke about how there are categories that list expenses but they would like it broken down per position within those categories.

**Commissioner Robert Baldwin made a motion that for the upcoming budget cycle we are already in, that we have a breakdown of the costs associated with each individual employee in their department to consist of salary as one number and benefits as another number, pension, taxes, health insurance, workers comp, FICA, SUTA; Vice Mayor Dawn Barlow seconded; Motion carried 5-0**

- M. Consideration on creating a policy for periodic review and revision of employee manuals, policies, and procedures – Mayor Alison Dennington – 5:08:40

Mayor Alison Dennington tabled the item to the next budget workshop.

- N. Consideration on revising or creating minimum procedures and forms for the Town Commission to follow during the election qualification review – Mayor Alison Dennington – 5:09:25

Mayor Alison Dennington gave some examples where it would have been helpful to have procedures to prove if candidates were qualified. Wanted to see if it would need to be a resolution or ordinance. Spoke about what would happen if residents wanted to challenge the qualifications of a candidate.

Town Attorney Ryan Knight gave his opinions on why it might be difficult to provide procedures for every situation. They already have the power to be the judge of the qualifications. Most forms submitted are already required to be under oath.

Mayor Alison Dennington withdrew the item.

- O. Consideration on creating a policy for deemed resignation for Town Commissioners – Mayor Alison Dennington

Mayor Alison Dennington withdrew the item.

- P. Approval of the Town Commission Workshop minutes April 30, 2025 - 5:18:58

**Vice Mayor Dawn Barlow made a motion to table the Town Commission Workshop minutes from April 30, 2025 to the next Regular Town Commission Meeting; Commissioner Robert Baldwin seconded; Motion carried 5-0.**

Q. Approval of the site plan for 394 Riverview Lane – new single-family home - 5:19:26

Mayor Alison Dennington spoke about pages of the document that had missing information that was said to be not applicable when it does apply.

Town Attorney Ryan Knight explained why these blanks do not apply.

Commissioner Tim Reed spoke about a part that says N/A for variances, but there is a variance that is a part of the package that is not identified.

Town Manager Elizabeth Mascaro explained variances move with the land, not the owner.

**Commissioner Anna Butler made a motion that we approve the site plan for 394 Riverview Lane; Vice Mayor Dawn Barlow seconded; Motion carried 5-0.**

Commissioner Robert Baldwin left at 11:27 pm.

## **12. Finance/Budget Report – 5:27:40**

Mayor Alison Dennington suggested doing Public Works first so Public Works Director Tom Davis could leave.

Commissioner Tim Reed said he had an issue with the part that says, line items going over their budgeted amounts do not affect the bottom line, the Town is still within the approved budget. Says this is a problem because that means they view the budget as one big bucket. - 5:30:34  
Town Manager Elizabeth Mascaro said the intent was to say just because the items are going over, the department is still within their budgeted amount, it could be because the health insurance is paid a month in advance or there are certain things that drive the numbers to be higher.

Commissioner Tim Reed said they are over by \$2,000 on overtime, on track to be over by around \$8,000. Does not see any cost management or budget cuts in other ways to make up for it. Also asked about a miscellaneous line item that had around \$3,000 in it and now has over \$10,000 and where that money came from.

Town Manager Elizabeth Mascaro said she would have to look at what specifically makes up that number, it could be several different items. Said she does not have that information now but could get it to the Commission tomorrow.

Mayor Alison Dennington said she would like to see bank fees and cell phone fees come down for the next budget.

Town Manager Elizabeth Mascaro said there are very few cell phones but the usage you see is in the police cars. And said they restructured with Truist bank so it has much improved.

Vice Mayor Dawn Barlow made a motion that we approve the finance report as presented; Commissioner Anna Butler seconded; Motion failed 2-2 with Mayor Alison Dennington and Commissioner Tim Reed dissenting.

### **13. Town Staff/Board Reports**

- A. Building Department
- B. Public Works Department – 5:27:50

Mayor Alison Dennington said he was going to get back to her with the sheets of the different maintenance things that he does.

Public Works Director Tom Davis said he would email them to her.

The Commission commended the Public Works Director on how the porch turned out and that the Public Works Staff is great.

Tom Davis left at 11:29 pm after the PW report was reviewed.

- C. Code Enforcement
- D. Fire Department
- E. Police Department
- F. Town Clerk
- G. Town Attorney
- H. Town Manager - 5:40:20

Commissioner Tim Reed asked, for Riverside Drive at Avenue A, what was the cost.

Town Manager Elizabeth Mascaro just under \$20,000 and they got the pictures. Said the payment would have come out of Fund 341. Said she could email that information tomorrow.

Commissioner Tim Reed said when they created the other Deputy Clerk position, there was going to be a replacement desk person, is that a role that is still being filled?

Town Manager Elizabeth Mascaro said that role was filled. It had been filled once and that person left so it has been filled a second time.

Mayor Alison Dennington requested an email anytime a new person is hired with their name and position.

Town Manager Elizabeth Mascaro also said there is a new Building Official who will start on Tuesday and a new Code Enforcement Officer who will start on June 2nd.

Mayor Alison Dennington said she also wanted to speak about the companies they reached out to including SafeBuilt. Spoke about adding this to the next Regular Town Commission Meeting and the Town Manager said she would get them the information in the meantime.

Commissioner Tim Reed spoke about the outcome of the Special Magistrate meeting, said that the Town did not provide proof of violation, but said they proved they were advertising online as an STR.

Town Attorney Ryan Knight said the ruling was you can consider advertising as evidence, but that cannot be the only piece of evidence that you have. Bottom line, there is nothing that would prevent us from bringing it back, but he would like to have a witness statement or be able to call a witness who has rented the STR. The finding of fact usually takes a week or two and it is sent out afterwards but they have not received anything yet.

Town Manager Elizabeth Mascaro said there was a car illegally parked that started to accrue \$250 a day today. Also spoke about the Code Enforcement Officer having a body cam so they will have footage of interactions and could use that as proof.

Mayor Alison Dennington wanted to confirm if there was an ordinance that had to do with grandfathering, if you claim a grandfather status, there's something that says you have to file a form notifying the Town that you are claiming that status within a period of time.

Town Manager Elizabeth Mascaro said the grandfathering was only good for 1 year and they were doing the STR before the ordinance date changed so they continued to do STR even though the zoning changed. They are zoned to where the rental has to be a month or more.

Commissioner Tim Reed said they showed up with an application that never got recorded, the Town seemed to have fumbled the handling of that.

**14. Commission Reports**


- A. Vice Mayor Dawn Barlow
- B. Mayor Alison Dennington

**15. Task List**

**16. Adjournment**

**Vice Mayor Dawn Barlow made a motion to adjourn; Commissioner Anna Butler seconded; Motion carried 3-1 with Commissioner Tim Reed dissenting.**

Meeting adjourned at 11:58 PM.

  
\_\_\_\_\_  
**Alison Dennington**  
Mayor

**ATTEST:**

  
\_\_\_\_\_  
Rachel Pembrook (Jun 28, 2025 16:01 CDT)  
**Rachel Pembrook**  
Transcriptionist

