

Town of Melbourne Beach

SPECIAL TOWN COMMISSION MEETING

June 2, 2025 – Immediately following the second meeting
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 5:37 p.m.

2. Roll Call

Town Clerk Amber Brown 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
Finance Manager Jennifer Kerr
Town Clerk Amber Brown

3. Pledge of Allegiance and Moment of Silence

4. Public Comments

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.

5. New Business

A. Discussion of Town Manager position - 1:30

Commissioner Tim Reed spoke about how at a prior meeting, he had an agenda item to start the process to open the position up. Initially, he thought about getting the process started by the end of the month. Said the Town Attorney had provided an outline for the 4 processes of an outline.

Town Attorney Ryan Knight spoke about the 4 options. The first option is to have staff handle the process. That can be very taxing on the staff. The second option is to pay an executive search firm to do it, which can be expensive, ranging from \$20,000-\$30,000. The third option is to work with FCCMA, these are volunteers who are familiar with the process and work with staff to do the search. The fourth option is a hybrid to have a firm work with the staff.

Town Clerk Amber Brown spoke about the Town used FCCMA for the Town Manager search in 2017.

Finance Manager Jennifer Kerr said in the past, the firm they worked with in a similar situation did everything, they put out the information and went through it all, gave the Town a list of candidates that were qualified/not qualified, and a list that they either recommended or did not recommend.

Town Attorney Ryan Knight said generally the companies work with the Town to see exactly what they are looking for when it comes to the position they are helping hire.

Mayor Alison Dennington spoke about other municipalities that have used firms to do it and have had a lot of applicants.

Town Attorney Ryan Knight spoke about how you would go out for RFP for a firm.

Mayor Alison Dennington spoke about not doing an RFQ, but getting 3 quotes to save time.

Town Attorney Ryan Knight spoke about how it would be best to do an RFP. Also said they could shorten the RFP to 20 days. - 10:30

Commissioner Anna Butler spoke about how she has used outside firms in the past that worked on a percentage of the position's salary.

Vice Mayor Dawn Barlow made a motion that we issue an RFQ with a 20 day response time to just try and shorten that window so that we can do an evaluation; Commissioner Anna Butler seconded;

Marc Lower – 206 Elm Ave – Asked if the Commission was all in agreement to do this because it was not clear in the last meeting. Handed the Commission some paperwork. Said the Town Manager should not be doing all the administrative things she is currently doing, but she needs to manage and delegate better.

Vice Mayor Dawn Barlow said there was a general consensus that they would post the position and allow the existing Town Manager to be included in that search.

Kate Wilborn – 502 Second – Spoke about needing a Town Manager who will work collaboratively with the Commission. Spoke about poor management, not getting input from residents, got rid of really good staff members, and did not apply for grants. Said to the Commission that she knows it is hard to replace someone but to be brave.

Steve Walters – 416 Sixth Ave – Spoke about wanting a salary listed as part of the RFP. The Town Manager is up to \$151,000 salary which includes vehicle stipend and ICMA.

Motion carried 5-0.

Town Attorney Ryan Knight spoke about how he will do his best to work with staff and get the RFP written by Wednesday, Thursday at the latest. For the RFP, this is just for the outside company, so they will not be doing the job description or salary requirements, etc.

Mayor Alison Dennington said give or take, it will go out on the 5th, 20 days would be the 25th, so 26th would be the first day they would be able to review those.

Town Attorney Ryan Knight said when it is complete, he will send it to the Commission and let them know when it will be going out.

Town Clerk Amber Brown said she will post it when it is ready but it will take 2 more days to get in the newspaper.

6. Adjournment

Vice Mayor Dawn Barlow moved to adjourn; Commissioner Robert Baldwin seconded; Motion carried 5-0.

Meeting adjourned at 6:01 pm.


Alison Dennington
Mayor

ATTEST:


Rachel Pembrook (Jul 11, 2025 17:50 EDT)

Rachel Pembrook
Transcriptionist

