

Town of Melbourne Beach

REGULAR TOWN COMMISSION MEETING

SEPTEMBER 17, 2025

Immediately following the 6:00 pm 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 7:41 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

Fire Chief Gavin Brown

Public Works Director Tom Davis

Town Clerk Amber Brown

3. Pledge of Allegiance and Moment of Silence

Mayor Alison Dennington led the Pledge of Allegiance.

4. Meeting Agenda – Additions/Deletions/Changes - 5:55

Mayor Alison Dennington spoke about a few walk-on items: 1 new agenda item from Commissioner Anna Butler for a Civility Pledge and Resolution, a proclamation for Fire Prevention Week, an email from the County related to the Williams Building requesting to add an agenda item to extend the lease agreement, and a supporting document for the parking ordinance.

Vice Mayor Dawn Barlow made a motion that we approve the agenda with the edit that we've got the addition to the proclamation section of the agenda regarding Fire Week, and then we will add the proclamation and the Civility Pledge and Resolution after the Town Manager's Report; Commissioner Robert Baldwin seconded; Motion carried 5-0.

5. Proclamations/Presentations/Awards - 13:15

A. Proclamation recognizing October 5-11th, 2025 as Fire Prevention week

Mayor Alison Dennington read the proclamation recognizing October 5-11, 2025 as Fire Prevention Week.

6. Presentations by Special Guests (Maximum of 5 Minutes) - 15:28

A. Presentation for an Honor Walk by the Parks Board.

Pushed to next month to allow the Parks Board to present the proposal.

B. Presentation for the Sixth Ave boat ramp by the Planning and Zoning Board.

Alternate Member Todd Albert of the Planning and Zoning Board presented the recommendations from the Planning and Zoning Board regarding the Sixth Ave boat ramp. Spoke about not being able to accommodate much parking, and spoke about how the reason for the dock is for a small type of boat. The Sixth Ave boat ramp will always be a residential boat ramp. Scrap the ramp effect and create a swale effect to contain water from hurricanes. The seawall is failing, so that needs to be redone and tied into the neighboring seawall. Have the seawall go up the ramp with a gate to contain the water from hurricanes. Recommended a 10-foot by 4-foot dock. Have a standing pole 5-8 feet beyond the dock to secure a stern line. Add a depth indicator, add signs for no street parking, no overnight parking, shallow water, and no loitering. A longer dock would be invasive to the neighbors.

Commissioner Robert Baldwin asked about the coquina rock that is currently there. - 28:28

Todd Albert spoke about moving the coquina rock to the south of where the ramp would be.

Vice Mayor Dawn Barlow asked about the removable gate.

Todd Albert spoke about having a removable gate to hold water or close the ramp if needed.

Vice Mayor Dawn Barlow spoke about how the ramp is used by emergency services, so if it is closed, that would be something to look into.

Commissioner Tim Reed confirmed the gate would be solid to stop the water surge. Asked if riprap or a pier parallel to the wall was considered. Spoke about potential cost savings.

Todd Albert spoke about how that was not considered. They asked Mike Kalajian, and he advised that the parallel pier wouldn't work.

Commissioner Robert Baldwin spoke about how it would not work because the motor needs deeper water, so the boat would not be able to orient.

Todd Albert spoke about how there is not usually a lot of change in the water, but with the current rains, the water is up about a foot and a half.

Commissioner Tim Reed asked what the height of the dock would be above the water.

Public Works Director Tom Davis said it was level from the wall, and Todd Albert said that would be 4 feet off the water.

Mayor Alison Dennington spoke about how the rocks were put in because the seawall was failing, which caused the current problem. The dock is an expansion and does not need to be added. Replace the wall and remove the rocks. If anything is added, would only be in favor of a platform, but not a dock. Asked for the Public Works Director to come back with information that confirms the wall is level. Previously, the Fire Department was looking into adding a dock for their boat. If the dock is for the Fire Department, that shouldn't be done because there is a better alternative. Redo the wall, and when that is done, the rock can be removed.

Todd Albert spoke about how only 2 or 3 people wanted it back the way it was; almost everyone else wanted a ramp. Wind can make it very difficult to load and unload on the wall.

Mayor Alison Dennington spoke about being opposed to adding a dock. - 43:45

Todd Albert spoke about the wall needing to be fixed, and if you add a dock later, you will be doubling the cost because you will have to get the equipment in twice.

Vice Mayor Dawn Barlow spoke about it being prudent to look at this as a holistic approach. Said they should define the aspects wanted from the RFP so it can be evaluated in totality.

Public Works Director Tom Davis spoke about how, for a true RFP, we would have to engage a Town Engineer for the drawings because most places request specs.

Mayor Alison Dennington spoke about PNZ and the Public Works Director getting together to get information about how much this would cost, and then coming back to the Commission.

Commissioner Robert Baldwin said it would be in the ballpark of \$2,500.

Commissioner Robert Baldwin made a motion that we approve up to \$3,500 for engineering of the 5th Ave boat ramp, seawall, and dock project for all of the recommendations; Commissioner Anna Butler seconded;

Dan Brunger – 400 Sixth Ave – Asked about railings, and about handicap access? - 53:44

Jon England – 514 Avenue B – Spoke about how a platform and west wind would beat the craft against it. The 10-foot pole would allow you to tie off to. Regarding a lift for the Fire Department, it takes a lot of time to use, and would require another dock to get on and off.

Mayor Alison Dennington spoke about a presentation the Fire Department made, where they proposed the lift. Spoke about how there was a misunderstanding.

Bobby Williamson – 505 Riverside Circle – Spoke about using the ramp, so he appreciates this topic, but finds it interesting that the Commission is shuffling money around to fund the Fire Department, but then looking at spending money on this, which is less of a priority.

William Stephens – 1508 Pine St – Spoke about how it would be unreasonable for him and his neighbor to say there is no reason for a dock, but it is also unreasonable to say you need a 30-foot dock. We need to meet in the middle, and this gives us that opportunity. Need to safely get on and off your boat. This dock will satisfy 3 groups being the Town of Melbourne Beach, the people who are against the dock, and the people who want the dock. The 4th challenge is how to pay for it. Would love for the Commission to vote to approve this tonight, decide to do the seawall, beautification, and the dock, but with an asterisk that the Town will only pay for some of it, and then the residents have to pay for the remainder, in order to put this to rest.

Mayor Alison Dennington spoke about the Stephens would rather not have a dock at all, but confirmed he is wanting to approve it to put it to rest. What if the dock gets larger later on?

William Stevens spoke about if it would be possible to have language where in the future it cannot be extended. Said he is reasonable and wants to work with the community.

Todd Albert spoke about there will be hurricanes that damage the dock.

Mayor Alison Dennington read a public comment from **Kate Wilborn – 502 Second– Opposed to any further enhancements to the boat ramp, selling guest stickers, and increased traffic.**

Vice Mayor Dawn Barlow read a public comment from **Dan Wilborn – 502 Second – Opposed to selling guest stickers, and enhancements to the boat ramp which will bring in more people.**

Motion carried 5-0.

7. Public Comment (Non-Agenda Items) - 1:12:10

Erik Sander - 1910 Cedar Ln – Spoke about Basin 10 stormwater. Believes a repair had a wrong size pipe which has caused flooding in the Cherry and Cedar area. Stormwater is a priority to the residents. Asked if there is a plan to address these issues. Would like to bring it to the Commission's attention. It never used to be a problem until after the work on Cherry.

Mayor Alison Dennington spoke about calling a Special Meeting when there is a new Town Manager to assess stormwater. Might be good to have a citizens board for this issue.

Public Works Director Tom Davis met with Town Engineer Haley Ward and walked that area and is waiting for a proposal to present to the Commission.

Town Manager Elizabeth Mascaro spoke about when Haley Ward has a proposal, she recommends having them attend a meeting to present it to answer any questions.

Susan Stark – 307 Fifth Ave- Spoke about individuals perceptions and perspectives on social media. As an educator she used landscape versus portrait view to change the perspective. Fire Science should be taken into consideration when speaking about Indialantic fire. Don't use a narrow view.

Steve Walters – 416 Sixth Ave – Spoke about the Commission using stormwater funds for other things that are not an emergency. You are taking stormwater funds and giving it to the Fire Department. The people need to vote for a paid Fire Department. It is a disservice to the people.

8. Consent Agenda - 1:25:12

- A. Approval of the August 19, 2025 Special Town Commission Meeting minutes.
- B. Approval of the August 20, 2025 Special Town Commission Meeting minutes.
- C. Approval of the August 20, 2025 Regular Town Commission Meeting minutes.
- D. Approval of the August 25, 2025 Special Town Commission Meeting minutes.
- E. Approval of the September 3, 2025 first Special Town Commission Meeting minutes.
- F. Approval of the site plan for 206 Sixth Ave – renovation, addition, and paver driveway.

Commissioner Tim Reed pulled Consent Agenda Item F to be moved to New Business.

The Commission approved the remaining items by consent.

9. Public Hearings/Special Orders

10. Unfinished Business - 1:26:00

- A. Discussion on the proposed parking ordinance language – Town Attorney Ryan Knight

Town Attorney Ryan Knight spoke about how there is one change to section 30-43.1. The old version had \$35 for a violation, that is changed to \$75 to reflect the current fee resolution.

Commissioner Robert Baldwin made a motion that we approve Ordinance 2025-03 concerning parking with the amendment as noted by the Town Attorney; Commissioner Anna Butler seconded; Motion carried 5-0.

- B. Consideration of the proposal for the seawall at the Sixth Ave boat ramp – Town Manager Elizabeth Mascaro

Town Manager Elizabeth Mascaro spoke about when they were notified that the wall was collapsing and there was an injury, she got an estimate of what it would cost.

11. New Business - 1:28:56

- A. Consideration of the proposals from the invitation to bid for basin 1 improvements – Town Manager Elizabeth Mascaro

Town Manager Elizabeth Mascaro spoke about how there were 3 bids. The bid from Atlantic Development of Cocoa included both phases. The Town has no experience with Atlantic Development of Cocoa, but Indialantic has and they said it was fine. The Town has used Jobear Contracting once and it was okay, but there were issues with the residents. Brewer Paving has done a lot of work for the Town.

Mayor Alison Dennington asked about Brewer doing the Cherry work and is that the project that caused the flooding issue.

Town Manager Elizabeth Mascaro spoke about how they have done work on Cherry, but the original company was Jones Edmunds.

Mayor Alison Dennington spoke about when there was an unexpected crushed pipe and asked if that replacement caused the flooding issues.

Town Manager Elizabeth Mascaro spoke about how Brewer did the crushed pipe repair and it was replaced with a larger pipe. They also did the work on Andrews, and also on Orange.

Mayor Alison Dennington asked if there are compliance reports for prior work.

Town Manager Elizabeth Mascaro spoke about how the report will just say the work was done to the specifications.

Commissioner Robert Baldwin asked why Brewer no bid some of the alternatives, but the Town Manager did not have any insight on that.

Commissioner Tim Reed spoke about how Atlantic Development offered the 5% bid security, the bid is good for 90 days, and they have done a lot of beachside work. We should reach out to other towns that have used them. They did not identify any subcontractors for inspections, so maybe they do that on their own. Brewer has zero bid security which is concerning. The history work they show does not have anything beachside. For subcontractors, they do not have camera/video inspection and no paver landscape or irrigation subs identified. Under licensing info, they did not provide anything. Jobear agreed to the 5% bid security. 5 year history, they did not provide anything. Subcontractors, there are no pavers or landscaping or irrigation subs identified. Their licensing is similar to Atlantic Development. Brewer had zero percent bid security and sections with no bid which raised some red flags.

Commissioner Robert Baldwin spoke about phase 2 for Brewer is twice the price. Asked some developers to rank the companies, and they said Atlantic, then Brewer, then Jobear. - 1:43:00

Vice Mayor Dawn Barlow spoke with Scott from BSE, who walked through the alternate options. The pipes have not been scoped yet. Atlantic is the frontrunner.

Mayor Alison Dennington spoke about how Atlantic is the frontrunner.

Town Attorney Ryan Knight spoke about how the bid package does not require you to bid the alternates.

Mayor Alison Dennington asked if missing information would disqualify them.

Town Attorney Ryan Knight spoke about how that is something that you can consider, but it does not mean it would have to be completely thrown away or disregarded. Said if the Commission picked someone, they would want to be able to explain why.

Commissioner Tim Reed spoke about how he would be surprised if they meet the numbers, and would not be surprised if they go up when they get into it.

Commissioner Robert Baldwin asked if anything about grant funding should be in the motion.

Town Manager Elizabeth Mascaro spoke about how having it scoped would not preclude you from getting grant funding.

Vice Mayor Dawn Barlow spoke about getting additional information about the possibility of expanding the scoping to other areas.

Town Attorney Ryan Knight said the Commission would either table it or award it at this point.

Commissioner Robert Baldwin made a motion that we accept Atlantic Development's proposal for phase one of the stormwater improvement to Basin 1; Vice Mayor Dawn Barlow seconded; Motion carried 5-0.

Mayor Alison Dennington said the National League of Cities and US Conference of Mayors have a great grant team. Would love to have a Commissioner reach out to them.

Commissioner Tim Reed said he was doing some independent looking at grants anyway so he is happy to look into it.

Recess – 9:32-9:37

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
Town Clerk Amber Brown

B. Consideration of the Town Manager Employment Agreement Extension

Town Attorney Ryan Knight spoke about how the current agreement expires in 2 days. The Town will be extending an employment agreement for an interim Town Manager, which will require a background check and an employment agreement. Town Manager Elizabeth Mascaro is willing to stay on until October 2nd. Recommends extending the contract because we need someone to be in the position. - 2:01:18

Commissioner Robert Baldwin asked about having some overlap with the interim.

Commissioner Tim Reed spoke about the final budget activities. Would all of that be covered?

Town Manager Elizabeth Mascaro spoke about how she would make sure all of the budget stuff is finished, which is why she agreed to stay until October 2nd.

Mayor Alison Dennington asked if IT is doing a backup of the Town Manager's devices.

Town Manager Elizabeth Mascaro spoke about how there would be access to all of that information. Said everything is stored on the cloud for Town Hall.

Commissioner Robert Baldwin made a motion that we extend the Town Manager's contract through October 2nd; Commissioner Anna Butler seconded;

Marc Lower – 206 Elm – Spoke about being shocked that no one has contacted the FCCMA about their interim Town Manager program to get someone experienced right away.

Motion carried 4-1 with Mayor Alison Dennington dissenting.

C. Consideration of the Town Zoning Official Agreement - 2:07:54

Town Attorney Ryan Knight spoke about how there was an agreement between the Town and the Zoning Official, and there was an option for a 3-year extension if the Town Commission authorized that, which never happened. Needs guidance on whether they would like to vote to extend that, which would effectively be from 2024-2027. The other option is a termination agreement, which would mean they would need to go out for RFP for zoning official services.

Mayor Alison Dennington spoke about needing to use the Zoning Official more and needing to fund it more. Does not believe you can retroactively approve a contract. Would like to negotiate a temporary contract to prevent a lapse in coverage, and then bid it.

Town Attorney Ryan Knight spoke about how you can approve it with an effective date of June for an additional 3 years.

Mayor Alison Dennington spoke about how the expiration says it can be extended prior to the expiration, so it would not be legal to approve it because it has expired.

Town Attorney Ryan Knight spoke about how the Commission has the authority to waive that.

Mayor Alison Dennington spoke about how the procurement code would not allow the Commission to waive the requirement.

Recess 9:53 – 9:53 - 2:15:58

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
Public Works Director Tom Davis
Town Clerk Amber Brown

Mayor Alison Dennington said the contract expired so they would be making a new contract. Read Chapter 15-27, formal competitive bidding. Could authorize the Town Manager to negotiate temporary contracts that would be under the thresholds. - 2:17:15

Town Attorney Ryan Knight spoke about how the Commission has the authority to approve a retroactive contract. The other option is to do a 30-day termination letter and go out for RFP, or negotiate another extension. It happens all the time and can be retroactively approved.

Mayor Alison Dennington spoke about agreeing to disagree. The contract has expired, and she believes they are legally required to bid it.

Vice Mayor Dawn Barlow asked if they could approve the extension and also go out for RFP.

Town Attorney Ryan Knight spoke about not recommending that because the extension would be for a 3-year term. If you want to go out for RFP, then do a temporary contract, 60 or 90 days. Spoke about how technically you would have to provide a 30-day notice, but also negotiate a temporary contract while the Town sends out an RFQ.

Mayor Alison Dennington passed the gavel.

Mayor Alison Dennington made a motion to authorize the Town Attorney, to correct the situation that we are in in compliance with the letter and the spirit of our own code and the existing circumstances, to notify the planner that we are giving the 30 days notice under the old contract that has expired but in order to protect us from liability and in the same letter to request if they would be amenable to a 60 to 90 day period of a temporary agreement to continue services and that we will be doing an RFP in line with our code which they could apply for just to correct the situation of the contract pursuant to our code; Commissioner Anna Butler seconded; Motion carried 5-0.

- D. Consideration of a cyber and data security presentation from the Town's IT service provider – Commissioner Tim Reed

Commissioner Tim Reed spoke about it being prudent to periodically review cyber and data security practices. The intent is to have the contractors present during a workshop. - 2:27:40

Mayor Alison Dennington spoke about supporting this.

Town Attorney Ryan Knight spoke about how security measures are not public record.

Mayor Alison Dennington spoke about how it could start as a public meeting, but there is a new law to allow security to be discussed in a closed meeting.

Vice Mayor Dawn Barlow spoke about having a Technology Advisory Board and how she does not have the expertise in this. Maybe have the new Town Manager review this.

Town Manager Elizabeth Mascaro spoke about how they are not cybersecurity experts. What they do is they have protocols for ransomware, send out phishing emails, monitor the backups 24/7, and upgrade the security for the email and firewalls. Can send this to them, and they can provide all of the protections they offer the Town.

Commissioner Tim Reed spoke about different topics to be addressed.

Mayor Alison Dennington spoke about tasking the Town Manager to contact them with the list and schedule a joint workshop between the Commission and the Technology Advisory Board. If they do not do cybersecurity, then maybe we need to go out for RFP for that portion. Spoke about how anything beyond one year is not guaranteed to be in the cloud; it gets archived.

Commissioner Tim Reed made a motion, with this as a starter, and from the Technology Advisory Board input, we develop this list of questions that we would possibly forward to the provider to answer at a later date; Commissioner Robert Baldwin seconded;

Bruce Larson – 1507 Pine – Spoke about how everything that has been discussed is already part of the Technology Advisory Board's scope of what they are doing. Suggested amending the motion to have the TAB give the Commission that list and add an interim joint workshop briefing. There is a public education portion to include. - 2:43:35

Town Attorney Ryan Knight spoke about how any requests should be made through the Town Manager because the agreement states the authorized person would be the Town Manager.

Commissioner Tim Reed modified his motion to add this task for the Technology Advisory Board to formulate a list of questions and get back to us with a recommendation.

Marc Lower – 206 Elm – Spoke about the experts on the Technology Advisory Board are world-class. They know exactly what to do for cybersecurity. Let us show you what we can do.

Motion carried 5-0.

E. **Approval of the site plan for 206 Sixth Ave – renovation, addition, and paver driveway**

Commissioner Tim Reed spoke about not seeing these types of plans go to PNZ before.

Town Manager Elizabeth Mascaro spoke about the threshold is if the job is more than 50% of the value of the dwelling (not the land). Then it has to go to PNZ and do a drainage plan.

Mayor Alison Dennington spoke about how she watched it and agreed with the contractor. Feels the Board is just adding things that are not required.

Town Manager Elizabeth Mascaro spoke about how anything over \$50,000 in value of construction goes to the PNZ.

Commissioner Robert Baldwin made a motion that we approve the site plan for 206 Sixth Ave; Vice Mayor Dawn Barlow seconded; Motion 5-0.

Commissioner Baldwin left at 10:36 pm.

12. Finance/Budget Report

Commissioner Tim Reed spoke about the FEMA obligated funds and asked to reach out to FEMA because there is new money that is being released, to see if we can get some.

Town Manager Elizabeth Mascaro said the new money was for some of the more recent disasters. Our money was already obligated; it is just getting them to finish the paperwork.

Mayor Alison Dennington said her understanding was that it was close-out money.

Commissioner Anna Butler made a motion to approve the finance report as is; Vice Mayor Dawn Barlow seconded; Motion carried 3-1 with Mayor Alison Dennington dissenting.

13. Town Staff/Board Reports

A. Technology Advisory Board - 3:03:52

Chairman of the Technology Advisory Board, Bruce Larson, spoke about having 2 Board meetings. There is one person who is the focal point for each task item. They are working on the three topics that the Commission tasked. They also came up with a few topics, including: the digitization of documents and the website, AI will eventually become a topic when they get a better idea of what the Town has, and public safety communication and technology.

Mayor Alison Dennington spoke about changing the word charter to mission statement.

Town Attorney Ryan Knight spoke about how, legally, it is not technically a charter, but the Board can approve its own rules and policies, and procedures through resolution.

Commissioner Tim Reed made a motion to approve the communication services for emergency services and the data records digitization, and looking at the website; Commissioner Anna Butler seconded; Motion carried 4-0.

Bruce Larson spoke about how the Board's Charter expands the Commission's resolution. Spoke about wanting a two-year term.

Town Clerk Amber Brown spoke about how the first draft of the resolution had a 1-year term, but the resolution was amended to 2 years when it was approved.

Bruce Larson spoke about how the Board will provide a monthly and yearly reports, and briefs.

Commissioner Tim Reed made a motion that we approve their mission statement; Vice Mayor Dawn Barlow seconded; Motion carried 4-0.

B. Public Works Department

Commissioner Anna Butler spoke about how the groundskeeper is doing a great job around Ocean Park. - 3:21:00

Vice Mayor Dawn Barlow thanked the department for doing a great job cleaning the gutters.

Commissioner Tim Reed asked about the pending repair on Riverview. A contractor possibly caused the issue that damaged the pipe. What is required when people do work in the easement? Part of permitting is signing that if we need access to that, we can rip the fence out. Concerned that it is going to be a significant cost-wise repair. Is the contractor liable?

Public Works Director Tom Davis spoke about how if you do not use 811, you could be liable.

Town Attorney Ryan Knight spoke about there is a statute that requires 811, but if you do not do it, then you could be liable.

Mayor Alison Dennington spoke about how we can go after them if they damage property.

Commissioner Tim Reed spoke about not doing enough inspections to verify that it was the contractor. It would be worthwhile to see if that was the cause and if there is any recourse.

Public Works Director Tom Davis spoke about the urgency of the situation with the land caving in, and we did not have a Town Engineer yet. He requested the engineer to take a look at it.

Commissioner Tim Reed spoke about how he was speculating, but we should do an inspection.

Mayor Alison Dennington spoke about wanting a picture and something in writing.

Public Works Director Tom Davis spoke about how there is documentation.

Town Attorney Ryan Knight spoke about taking a look at everything and providing a response.

Vice Mayor Dawn Barlow made a motion that we authorize the Town Attorney to follow up on the documentation and work with BSE to come up with an opinion of what will be our next steps; Commissioner Anna Butler seconded; Motion carried 4-0.

C. Fire Department

Fire Chief Gavin Brown spoke about how the new fire engine should be delivered Thursday or Friday, and there will be a push-in ceremony on October 4th at 5 pm. Asked if the proposed grant policy will be applicable for grants with matching funds only or all grants. Looking at applying for a grant in October that does not have matching funds. Equipment grant for up to \$40,000. The details are not out yet. - 3:35:05

The Commission spoke about how the policy was supposed to be for grants that require a Town share or matching funds. If there are no Town funds, he can apply for the grant.

Vice Mayor Dawn Barlow made a motion that we allow Fire Chief Brown and his Department to apply for the Fire House Subs Public Safety Grant that's opening up in October 2025; Commissioner Anna Butler seconded; Motion carried 4-0.

D. Building Department

Vice Mayor Dawn Barlow asked if there were more details as to why the Building Official tendered his resignation. - 3:40:44

Town Manager Elizabeth Mascaro spoke about how he had another job offer in the Caribbean.

Mayor Alison Dennington spoke about how they had a special meeting scheduled on Thursday, going over 3 RFP responses for Building Official Contract Services.

Commissioner Tim Reed confirmed that the Commission is reviewing the submissions from the previous RFP for Building Officials.

E. ~~Public Works Department~~

F. Code Enforcement

No additions.

G. ~~Fire Department~~

H. Police Department

No additions.

I. Town Clerk

Town Clerk Amber Brown said that for the document scanning project, they have completed the 4th box. They are viewing every page in a box and comparing it to the digitized version to for accuracy and corrections. Only 2 people are working on it to limit human error, so it does take longer. Going to meet with them to verify expectations. Spoke about public records requests, one report lists all open public records requests in the month of August, the second report lists all of the public records requests that were closed in August. Spoke about how this report is run through the software. Depending on the type of request, it may not be entered in our software. Spoke about how if all elected officials' requests go through the software would add more of a workload, so requirements could be added, for example, if it takes less than 15 minutes of staff time, you get it for free; beyond that, there is a cost.

Mayor Alison Dennington said the Commission is not supposed to be charged.

Town Attorney Ryan Knight said there is a difference between requesting a couple of pages and requesting any and all documents in the last 5 years pertaining to a certain subject.

Mayor Alison Dennington spoke about a specific public records request pertaining to the Fire Department and explained that she made that request because she was denied the opportunity to look at the report.

Vice Mayor Dawn Barlow said, irrespective of who submits the request, do we find ourselves in a situation where we are concerned with a time commitment of turning something around?

Mayor Alison Dennington said there would be no time commitment if she had not been ignored about having access to look at the report. Also acknowledged being in the middle of digitizing, so not all records are readily available.

Town Clerk Amber Brown said when requests are for specific, limited documents, it takes no time at all. When requests start to get voluminous, it takes a lot of time just to see what they entail. What departments are involved? What records exist? It is a long process. It just depends on the request. Said she does have access to the records that have been sent out to be digitized, which has not been an issue. The issue is more so when she does not know what records are being requested. Said she does not necessarily want to catalog every single Commissioner request; if a department head can complete the request quickly, it will take 10 times longer if she has to catalog every single one of them.

Mayor Alison Dennington said rather than running every single one through the system, there could be a policy that says that if it is not run through the system, if a department head provides a document to a Commissioner, you send it to the other Commissioners as well. Asked the Town Clerk if it is frustrating when the Mayor has requests that are ignored, which leads to more work being generated for her that maybe could have not been generated.

Town Clerk Amber Brown said she is very busy; anytime work is added that could be accomplished in other departments, it can be frustrating. But said she wants to help every Commissioner, every resident. It would be helpful if we could narrow down requests at least initially. Said that if there are broad public records requests, it might be helpful to have a conversation to understand the request.

Mayor Alison Dennington said she gets upset when she gets attacked, and people do not understand the factual background of the issue.

Town Clerk Amber Brown apologized and said all of the employees want to help, but sometimes it is difficult to understand what records to provide.

Mayor Alison Dennington left at 11:40 pm.

J. Town Attorney

Town Attorney Ryan Knight spoke about how the Commission tasked him with detailing all of the lawsuits. For the public records request litigation, the total amount billed is \$1,820. For breach of contract litigation, the total amount is \$3,907.50. For the shed case, there has been nothing on the docket since March. Have had correspondence with opposing counsel regarding resolving the cases. Once he gets additional information, he will have to call a special

meeting or request a shade meeting to convey that settlement offer to the Commission. Said that if he has any conversations with Commissioners, they would be billed to these files.

K. Town Manager

No additions.

L. Civility Pledge and Resolution

Commissioner Anna Butler requested to table this item until next month when the full Commission is present.

14. Commission Reports

A. Mayor Alison Dennington

No additions.

B. Vice Mayor Dawn Barlow

No additions.

15. Task List - 4:07:50

Short Term Rentals – Town Attorney Ryan Knight has received some recommendations and will need one more meeting to go over all of the changes with Fire Inspector Dave Micka. These would be for owner-occupied short-term rentals. – Next month.

StormReady – Town Manager Elizabeth Mascaro spoke about waiting for the first inspection. The Commission requested a follow-up request for an inspection within 6 weeks. – Next month.

Plan and Proposal for Paid Parking at the 6th Ave Boat Ramp. – Close.

Toxic Workshop Survey – Town Manager Elizabeth Mascaro spoke about how the survey has gone out. It is open for 2 weeks. – Next month.

Sign Ordinance – Town Clerk Amber Brown spoke about it going to PNZ in October. – November

Building Maintenance Checklist. – Next Month.

Large Pump for Emergency Flood Protection. – Reschedule the demo.

Cybersecurity – On the Technology Advisory Board's agenda. – Close.

Report Detailing All Lawsuits – To be expected going forward. – Close.

Report Detailing Public Records Requests – Only unknown is how to deal with requests coming from the Commission. Requested Town Clerk Amber Brown to talk with the department heads and come back with a suggestion.

New Item – Have the Town Attorney review the pipes, permit # PMB21_377 451 Riverview Ln.

16. Adjournment

Commissioner Anna Butler made a motion to adjourn; Commissioner Tim Reed seconded; Motion carried 3-0.

Meeting adjourned at 11:54 PM.



Alison Dennington
Mayor

ATTEST:



Rachel Pembrook (Oct 9, 2025 14:32:27 EDT)
Rachel Pembrook
Transcriptionist

