

Town of Melbourne Beach

SPECIAL TOWN COMMISSION MEETING

November 5, 2025 at 7:00 p.m.

COMMUNITY CENTER – 509 OCEAN AVENUE

MINUTES

Commission Members:

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

Staff Members:

Interim Town Manager Lisa Frazier
Town Attorney Ryan Knight
Town Clerk Amber Brown

1. Call to Order

Mayor Alison Dennington called the meeting to order at 7:01 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 Ana Butler
Commissioner Tim Reed

Staff Members Present

Interim Town Manager Lisa Frazier
Town Attorney Ryan Knight
Town Clerk Amber Brown

3. Pledge of Allegiance, Moment of Silence, and the Civility Pledge

Mayor Alison Dennington led the Pledge of Allegiance and read the Civility Pledge.

4. Public Comments – 1:56

5. New Business

- A. Basin 1 infrastructure improvements scope, sequence, notification, and contract with Atlantic Development

Town Manager Lisa Frazier spoke about this being the refined contract with Atlantic Development of Cocoa for the Basin 1 infrastructure improvements. The prep work will get started, but the major road work will start after the new year. The Commission chose to move forward with the alternatives without the swale work. The Town Attorney responded to the proposed changes that were brought to the Town's attention.

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Town Attorney Ryan Knight spoke about how most of the concerns were addressed in the invitation to bid, so they are already included. He reviewed his response to each concern.

Mayor Alison Dennington asked if BSE maintains the records or if the Town has a copy.

Ana Saunders from BSE Engineering spoke about as the Town Engineer, they provide every document to the Town, both digital and paper, so the Town has a copy of everything.

Commissioner Tim Reed asked if all 9 items are addressed in the contract.

Town Attorney Ryan Knight spoke about how all of them are addressed and incorporated into the current agreement, except for the 2 related to liquidated damages.

Mayor Alison Dennington spoke about how Exhibit A and B are included in the contract.

Town Manager Lisa Frazier spoke about Town Engineer Ana Saunders from BSE, and Glenn Grignon from Atlantic Development are here to answer any questions.

Commissioner Tim Reed asked if there are set dates when this is going to start.

Town Manager Lisa Frazier spoke about the contract does not include exact dates because we were waiting for a response from the Commission, and the start date depends on what they find when they TV the pipes. Hoping to be ready to go by January.

Vice Mayor Dawn Barlow asked about piggybacking the scoping for other areas in Town.

Town Manager Lisa Frazier spoke about how the contract would have to answer that. Elements to consider for each outfall area include the contractor's availability to scope each one, coordination with the property owners, and avoiding disturbing vegetation.

Vice Mayor Dawn Barlow spoke about having some of the priority areas included.

Ana Saunders from BSE spoke about how she can work with the Town offline to identify certain areas to address. Could see about including just Cedar and Cherry, but to identify multiple areas and TV them that might be a separate project.

Glenn Grignon spoke about needing information before TVing. There is a lot that goes into scoping the pipe, and depending on the state of the pipes, they might wash out and create an emergency repair. If you have confirmed they are old metal pipes, they are absolutely done and need to be replaced.

Ana Saunders spoke about having an inventory of the pipes, and the recent project on Andrews had pipes made of concrete, clay, metal, PVC, and anything you could think of.

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Glenn Grignon spoke about if the Notice to Proceed is done tomorrow, then he can have the TV crew on-site the following week, and then do a second Notice to Proceed, and they will be on-site January 5th. There shouldn't be any issues with TVing those pipes because they are concrete or PVC.

Mayor Alison Dennington asked if there was anything weird, concerning, or worrisome.

Glenn Grignon spoke about notifying the homeowners as much as possible because the more they know, the happier they are, and the less they will interrupt the job or be angry. The other issue is traffic. He creates flyers with his cell phone number on them and goes door to door to notify all of the residents.

Ana Saunders reviewed the Basin 1 project. It includes pipe work on Harland, Poinsettia, and Magnolia. The project will start on Harland and move north 1 street at a time.

Commissioner Tim Reed asked if the pipe between Flamingo and S. Palm is included.

Ana Saunders spoke about there not being any proposed work for that pipe.

Mayor Alison Dennington asked if we accounted for adding a pipe somewhere else.

Vice Mayor Dawn Barlow clarified whether it would be possible to lay a new pipe in a different location instead of going through 2 properties between Flamingo and S. Palm.

Ana Saunders spoke about there being no easement rights on those properties for that pipe. That pipe was never included in this project, and is around 400 feet.

Town Manager Lisa Frazier asked if it would be possible to scope those 2 inlets.

Glenn Grignon spoke about how it is not that easy to just scope it without getting access to the property, but they will talk about options.

The Commission discussed at least assessing the pipe between Flamingo and S. Palm.

Commissioner Tim Reed spoke about the slope is from east to west, so everything is flowing downhill into S. Palm, but the pipe from Flamingo to S. Palm would be going uphill.

Ana Saunders spoke about the topography is generally from east to west, but the pipe inverts direct the water.

Commissioner Tim Reed questioned whether the pipe is operating correctly.

Ana Saunders spoke about the current pipe inverts drain the water from west to east.

Mayor Alison Dennington spoke about old plats show a golf course in Indialantic, and asked if that is related to the issue. Concerned that this is bigger than what was planned.

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Glenn Grignon spoke about cleaning out, and TVing along S. Palm and possibly replacing the pipe will make that whole area flow better.

Mayor Alison Dennington spoke about notifying the property owners that we are doing work in that area and request access to the pipe on their property.

Town Manager Lisa Frazier spoke about needing to get the Notice to Proceed. Would like the Commission to vote to approve the contract.

Commissioner Robert Baldwin made a motion to accept and execute the contract for the Basin 1 stormwater improvement project that was sent to us today in its current form, and that we direct the Town Manager to issue the TPO as soon as we approve it, to get started with the scoping; Vice Mayor Dawn Barlow seconded;

Bobby Pruett – 504 Harland – Asked what is being done near his home because his driveway becomes a retention pond, and the drain is higher than his driveway.

Ana Saunders spoke about any driveway area that gets torn up will be replaced, the pipe along Harland will be removed and replaced, and the drains will be replaced.

Mayor Alison Dennington asked if the bid to fix the driveways would be enough.

Glen Grignon advised that there is enough to cover it.

Cristina Perez – Surf and Atlantic – Asked about the warranties, and if all of the materials are non-leaching, non-corrosive, and rust-free for the environment.

Glenn Grignon spoke about the warranty for everything is for 2 years, and all of the materials have to be submitted to the engineer for approval.

Ana Saunders spoke about FDOT certifying all of the structures.

Motion carried 5-0.

Mayor Alison Dennington asked the Town Attorney about the pipe on private property.

Town Attorney Ryan Knight spoke about getting the approval to access their property in writing. If they deny it, then there is nothing we can do.

Ana Saunders spoke about the long-term fix would be to get easement rights.

Town Manager Lisa Frazier confirmed with the Town Attorney that the Town could immediately request access to view the structure, but not do the work. Then, if work does need to be done, the Town would need to get something in writing.

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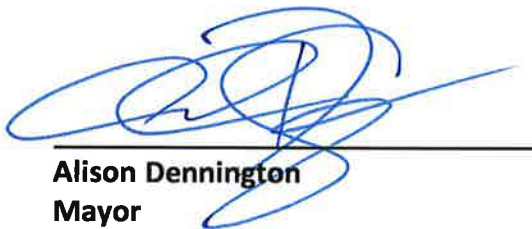
Mayor Alison Dennington asked about what language would be included for easement rights and the particular space needed.

Ana Saunders spoke about how the language would include a description of the purpose, intent, and use, harmless components, and a sketch description. The space is based on the pipe diameter and depth of the pipe.

6. Adjournment

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

Meeting adjourned at 8:19 pm.



Alison Dennington
Mayor

ATTEST:



Amber Brown, CMC
Town Clerk

