

# **Town of Melbourne Beach**

## **REGULAR TOWN COMMISSION MEETING**

**November 19, 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:**

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 6:01 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 Anna Butler  
Commissioner Tim Reed

### **Staff Members Present**

Interim Town Manager Lisa Frazier  
Town Attorney Ryan Knight  
Finance Manager Jennifer Kerr  
Police Chief Tim Zander  
Fire Chief Gavin Brown  
Public Works Director Tom Davis  
Town Clerk Amber Brown

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

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

### **4. Administration of the Oath of Office – Reception to follow – Page 2**

A. Terry Cronin – Commissioner

Town Clerk Amber Brown administered the Oath of Office for Commissioner Terry Cronin.

B. Sherri Quarrie – Commissioner

Town Clerk Amber Brown administered the Oath of Office for Commissioner Sherri Quarrie.

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Recess 6:12 pm - 6:29 pm

Town Clerk Amber Brown conducted roll call

**Commission Members Present**

Mayor Alison Dennington  
Commissioner Anna Butler  
Commissioner Tim Reed  
Commissioner Terry Cronin  
Commissioner Sherri Quarrie

**Staff Members Present**

Interim Town Manager Lisa Frazier  
Town Attorney Ryan Knight  
Finance Manager Jennifer Kerr  
Public Works Director Tom Davis  
Town Clerk Amber Brown

**5. Meeting Agenda – Additions/Deletions/Changes – 12:40**

Mayor Alison Dennington spoke about two walk-on documents provided by the Town Manager that were informational only. One is a draft of a strategic project plan from the Town Manager, and the other is about enhancing public safety related to braille. Spoke about pushing the survey agenda item to the next meeting if the resolution passes to have two commission meetings per month, or have a Special Meeting to have a standalone item.

Commissioner Anna Butler spoke about the survey is her agenda item, and in order to respect the staff, this item should not be pushed under the rug.

Commissioner Sherri Quarrie agreed. Proposed moving 12 D and 12 E – budget resolutions up closer to 6 or 7, so the Finance Manager can leave early, and table until January items 10 A second reading of the Commission Salary Ordinance and 12 F Town Commission Rules and Procedures Resolution because she requested data, but has not received it yet.

No objections to moving items 12 D and 12 E after 6 and before 7.

**Commissioner Sherri Quarrie made a motion to move 10 A to January 21<sup>st</sup>, 2026 meeting at 6:00 pm; Commissioner Terry Cronin seconded; Motion carried 3-2 with Mayor Alison Dennington and Commissioner Tim Reed dissenting.**

Commissioner Sherri Quarrie spoke about moving 12 F to the January 21<sup>st</sup> meeting.

**Commissioner Sherri Quarrie made a motion to move 12 F to the January 21<sup>st</sup> meeting; Commissioner Anna Butler seconded; Motion carried 4-1 with Mayor Alison Dennington dissenting.**

Mayor Alison Dennington spoke about voting against it because staff supported this item, and it was a way to shorten the regular meeting and reduce the number of special meetings.

Commissioner Anna Butler spoke about removing her agenda item 11 G.

Mayor Alison Dennington spoke about moving agenda items 11 A, B, C, D, and E to the consent agenda. There were small changes she wanted to make, but they are fine.

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No objections to moving agenda items 11 A, B, C, D, and E to the consent agenda.

**Commissioner Terry Cronin made a motion to approve the agenda as amended; Commissioner Sherri Quarrie seconded;**

Commissioner Terry Cronin spoke about running effective and efficient meetings and wanting to strive to get meetings done by 10:00 pm.

Mayor Alison Dennington spoke about adding a Special Meeting to address any agenda items that the Commission does not get to tonight.

**Motion carried 5-0.**

**Commissioner Terry Cronin made a motion to end the meeting at 10:00 pm; however, if we feel like we need a few more minutes, we can vote to continue; however, we will strive to end the meetings at 10:00 pm; Commissioner Anna Butler seconded; Motion carried 5-0.**

**6. Proclamations/Awards/Announcements**

A. Town announcements and upcoming events – Town Clerk Amber Brown – 35:42

Town Clerk Amber Brown spoke about the upcoming Town Events: Tree Lighting Ceremony, Santa Visits the Ryckman House, Christmas Parade, Pancake Breakfast, and Santa Run.

**12. New Business – Agenda Items E and F Moved**

E. Resolution 2025-17 – Final Budget Amendment – Finance Manager Jennifer Kerr – 37:37  
**A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF MELBOURNE BEACH, FLORIDA, APPROVING THE FINAL BUDGET AMENDMENTS FOR THE FISCAL YEAR 2024/2025 ANNUAL BUDGET; PROVIDING AN EFFECTIVE DATE.**

Finance Manager Jennifer Kerr introduced Resolution 2025-17 – Final Budget Amendment.

Commissioner Tim Reed asked about the transfer for the Lifeguards.

Finance Manager Jennifer Kerr spoke about it not being a transfer, but an increase in the expenditure, because when the budget was approved, there was no money for lifeguards.

**Commissioner Anna Buter made a motion to approve Resolution 2025-17 Final Budget Amendment; Commissioner Sherri Quarrie seconded; Motion carried 4-1 with Mayor Alison Dennington dissenting.**

Commissioner Terry Cronin spoke about the importance of the Lifeguards.

Commissioner Sherri Quarrie commended the County for providing the Lifeguards at a reduced rate.

F. Resolution 2025-18 – Carryforward Budget Amendment – Finance Manager Jennifer Kerr – 42:10

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**A RESOLUTION OF THE TOWN OF MELBOURNE BEACH, BREVARD COUNTY, FLORIDA, AMENDING THE BUDGET FOR THE FISCAL YEAR (FY) 2025-2026; AMENDING RESOLUTION NO 2025-15 RELATED TO THE USE OF ALL CARRYFORWARDS AND TRANSFERS FOR ALL FUNDS INCLUDING THE GENERAL FUND; ESTABLISHING AUTHORITY FOR THE TOWN MANAGER TO IMPLEMENT THE BUDGET; AND PROVIDING FOR ADOPTION.**

Finance Manager Jennifer Kerr introduced Resolution 2025-18, which is the carryforward balances from the fiscal year 2025 into the fiscal year 2026.

**Commissioner Sherri Quarrie made a motion to accept Resolution 2025-18 as it's presented; Commissioner Anna Butler seconded; Motion carried 4-1 with Mayor Alison Dennington dissenting.**

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

A. Presentation by the Town Attorney to include Sunshine Law, Public Records Law, and Ethics – 46:08

Town Attorney Ryan Knight provided a brief overview of the Sunshine Law, Public Records Law, Ethics, and the Town Commission's Rules and Procedures Resolution 2025-03.

Mayor Alison Dennington spoke about ambiguity in the Resolution regarding rules of debate.

**8. Public Comment (Non-Agenda Items) – 1:03:51**

*Lauren Hardman – 320 Sixth Ave – Congratulated the new Commissioners. Spoke about how she previously handed the Commission Fire Department applications, and to date, the Commission has not recruited any new members. Follow Robert's Rules of Order and stop interrupting others.*

*Mary Weerts – 400 Driftwood – Spoke about being concerned about ethical integrity of the Town Government. Requested the Town initiate a formal ethics complaint regarding the conduct of Mayor Dennington. Concerned about the alleged interference with the SAFER Grant, conflict of interest with Funoe LLC settlement discussions, Mayor was censured twice.*

*Tina Coppock – 505 Avenue B – Requested that the Mayor's microphone be shut off anytime she is not speaking because all you hear is shuffling papers while others are speaking.*

*Kari Ross – 506 Flamingo – Spoke about her outstanding public records requests for the Mayor's social media. Asked the Town Attorney if the Mayor is responsible for providing those records. Offered to help the Mayor in obtaining and providing the records.*

Town Attorney Ryan Knight spoke about how the Town would be required to provide assistance to the Mayor to provide the records.

*Joyce Barton – 322 Third Ave – Congratulated the new Commissioners. Spoke about the creation of Truth and Accuracy Matter. Spoke about how since the Mayor has taken office, it has cost the Town over \$163,000 in lawsuits against the Town and created contentious conflict with the staff.*

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**Lori Adler – 501 Andrews – Thanked Lisa Frazier for meeting with her and her thoroughness regarding the Ocean Ave pedestrian button for pedestrian safety.**

**Jan Pence – 200 Riverside Dr – Congratulated the new Commissioners. Provided the JLAC analysis and summarized it. The committee's staff report noted that none of the normal situations for requesting an audit have occurred. However, they received concerns about the Mayor which appears to be one of the main reasons for the audit.**

Recess 7:40 pm – 7:51 pm

Town Clerk Amber Brown conducted roll call

**Commission Members Present**

Mayor Alison Dennington  
Commissioner Anna Butler  
Commissioner Tim Reed  
Commissioner Terry Cronin  
Commissioner Sherri Quarrie

**Staff Members Present**

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

**9. Consent Agenda – 1:23:28**

- A. Approval of the September 29, 2025 second Special Town Commission Meeting minutes
- B. Approval of the October 15, 2025 Regular Town Commission Meeting minutes
- C. ~~Letter of Fuel/collection, and recycle processing fee adjustment from Waste Pro~~
- D. ~~Approval of the Special Magistrate agreement with Bryant Miller Olive, P.A.~~
- E. Approval of the Environmental Advisory Board Volunteer Application for Paula Ladd
- F. Approval of the Parks Board Volunteer Application for Marivi Walker
- G. Approval of the September 3, 2025 second Special Town Commission Meeting minutes
- H. Approval of the September 10, 2025 second Special Town Commission Meeting minutes
- I. Approval of the September 17, 2025 first Special Town Commission Meeting minutes
- J. Approval of the September 17, 2025 second Special Town Commission Meeting minutes
- K. Approval of the September 17, 2025 Regular Town Commission Meeting minutes

Mayor Alison Dennington spoke about all of the minutes from Unfinished Business were moved to the Consent Agenda. Pulled Consent Agenda Items C and D.

Consent Agenda Items A, B, E, F, G, H, I, J, and K were approved by unanimous consent.

Consent Agenda Items C and D were pulled and put on New Business.

**10. Public Hearings/Special Orders**

- A. ~~Ordinance 2025-06 – Salary of the Mayor and Town Commission Ordinance – Second Reading – time~~  
~~AN ORDINANCE OF THE TOWN OF MELBOURNE BEACH, FLORIDA, AMENDING CHAPTER 10, SECTION 10-1, TOWN CODE OF ORDINANCES, RELATING TO SALARY OF MAYOR AND TOWN COMMISSION; AMENDING SALARY OF MAYOR AND TOWN~~

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~~COMMISSION TO \$3,000; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.~~

Tabled until January 21<sup>st</sup> at 6:00 pm.

**11. Unfinished Business**

- A. ~~Approval of the September 3, 2025 second Special Town Commission Meeting minutes~~
- B. ~~Approval of the September 10, 2025 second Special Town Commission Meeting minutes~~
- C. ~~Approval of the September 17, 2025 first Special Town Commission Meeting minutes~~
- D. ~~Approval of the September 17, 2025 second Special Town Commission Meeting minutes~~
- E. ~~Approval of the September 17, 2025 Regular Town Commission Meeting minutes~~
- F. Discussion on Revisions to STR Ordinance relating to Owner Occupied Short Term Rentals and Inspections – Town Attorney Ryan Knight 1:28:28

Town Attorney Ryan Knight pulled this agenda item to place on a workshop agenda.

- G. ~~Discussion on the regulation of short-term rentals – Commissioner Anna Butler~~

**12. New Business**

- A. Letter of Fuel/collection, and recycle processing fee adjustment from Waste Pro – 1:29:10

Town Manager Lisa Frazier spoke about this being a recap to the current agreement, which was approved in 2024. This is not a discussion of an extension; it is a matter of course as a right per the contract. The waste collection is billed by the City of Melbourne as part of the water bill. The charge on everyone's tax bill is for the Brevard County landfill.

Mayor Alison Dennington spoke about pulling this item and voting against it because the original contract was not included in the packet.

Commissioner Tim Reed made a motion that we go ahead and approve this, and you can still go ahead and get the contract information, and if there's something that is questionable, we can circle back with it at that time; Commissioner Terry Cronin seconded; Motion carried 4-1 with Mayor Alison Dennington dissenting.

Mayor Alison Dennington spoke about voting against it because she wants the contract with it.

- B. Approval of the Special Magistrate agreement with Bryant Miller Olive, P.A. – 1:38:24

Town Manager Lisa Frazier spoke about this contract, which is with the same Special Magistrate but with a new law firm.

Mayor Alison Dennington spoke about page 54, suggests that we include that they provide written Special Magistrate Policies and Procedures. Then we make them accessible online. Add a requirement that they sign the minutes. Page 55, limiting who from the Town can contact them. Page 56 and page 57 having conflicting minimum billing add that any extension would be in writing. Page 55, limit who from the Town can contact the Special Magistrate. Page 56

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and 57 the minimum billable amount conflicts. One page says two-tenth hour increments, and the other page says one-tenth hour increments. It also doesn't limit who can call. Page 57 for the bill format add the code case number and the style of case. Page 59 add that the bills will be submitted electronically. Page 59, technology systems of the TPO, what is that? Page 60 first paragraph does that mean they do not have any work product?

Town Attorney Ryan Knight spoke about that being a typo and TPO should be town. The section about work product means anything they send to us would be public record, and they do not have any copyright.

Mayor Alison Dennington spoke about page 60 C, add inspected at the Town office.

Town Attorney Ryan Knight spoke about that section is for the Town requesting records of the contractor.

Mayor Alison Dennington spoke about page 61 and 62, questions if the part about public records is legal or not because it says without the permission of the Town Commission or Town Manager, records may not be released. If it is confidential then the Town Attorney and Commission should be responsible. Page 63, add any changes be executed and signed before they are effective. Page 65, for Administration of Agreement, add for public records requests the Town Clerk and Town Attorney are responsible for that.

Commissioner Terry Cronin asked for a summary of what the Special Magistrate does. Spoke about the Mayor providing a copy redlined, so each amendment does not need to be addressed in the meeting.

Town Attorney Ryan Knight spoke about how they hear code enforcement matters. The Special Magistrate would hear violations of the Town's code of ordinances, wherein the respondent and the Town would present their case.

Commissioner Sherri Quarrie spoke about having the proposed changes redlined and sent in prior to the meeting, so they can be reviewed, and the Commission could vote on the changes.

Mayor Alison Dennington spoke about spending a lot of time on everything and speaking about the changes in public for the benefit of the public. There is no requirement to submit the changes beforehand and prefers to talk about it. Has not done anything wrong. The public likes to know that we question things.

Commissioner Terry Cronin spoke about how it would be more effective to have it ahead of time. Each item can still be addressed in the meeting.

Mayor Alison Dennington spoke about not wanting to push the contract. It can be approved with amendments or approved as is.

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Town Attorney Ryan Knight spoke about correcting the typo. The policies and procedures are in our Code of Ordinances, so we already have them, so the Magistrate would not need to have them as well. The billing does not need to have the code case because it will have the date, and the agenda will have the details.

**Commissioner Sherri Quarrie made a motion to accept the contract that has been presented by the Special Magistrate as presented; Commissioner Anna Butler seconded;**

*Joyce Barton – 322 Third Ave – Spoke about having to listen to all of this, and then it is going to pass without any changes. It is your responsibility to be prepared for the meeting, and have things done in advance. Come prepared, so a motion can be made and move forward.*

*Tina Coppock – 505 Avenue B – Spoke about the Mayor just likes to hear herself talk. Is there any way for the Commission to stifle some of the talking and arguing with the Town Attorney? It is important to trust the Town Manager and Staff to do their job.*

Commissioner Terry Cronin asked Commissioner Sherri Quarrie to amend the motion to change the word TPO and have them sign the minutes.

**Commissioner Sherri Quarrie amended the motion to accept the special magistrate agreement as presented with the exception of the TPO typo and the request to sign the minutes; Commissioner Anna Butler seconded; Motion carried 5-0.**

C. Appointment of Vice Mayor – 2:13:45

**Commissioner Sherri Quarrie made a motion to appoint Doctor Cronin as our Vice Mayor; Commissioner Anna Butler seconded; Motion carried 5-0.**

D. Appointment of the South Beaches Coalition Representative – 2:15:38

**Vice Mayor Terry Cronin made a motion to appoint Commissioner Butler; Commissioner Tim Reed seconded; Motion carried 5-0.**

E. Appointment of the Voting Delegate and Alternate for the Space Coast League of Cities – 2:16:50

Mayor Alison Dennington spoke about being the current delegate but would like to have Commissioner Tim Reed as the delegate and the Deputy Clerk as the alternate.

Further discussion ensued.

**Vice Mayor Terry Cronin made a motion to appoint Commissioner Reed as our primary and Commissioner Butler as our alternate for the Space Coast League of Cities representatives; Commissioner Sherri Quarrie seconded;**

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***Joyce Barton – 322 Third Ave – Spoke about previously being the representative, and it is important to have elected officials at those meetings.***

**Motion carried 5-0.**

- F. Resolution 2025-17 – Final Budget Amendment – Finance Manager Jennifer Kerr – time  
~~A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF MELBOURNE BEACH, FLORIDA, APPROVING THE FINAL BUDGET AMENDMENTS FOR THE FISCAL YEAR 2024/2025 ANNUAL BUDGET; PROVIDING AN EFFECTIVE DATE.~~
- G. Resolution 2025-18 – Carryforward Budget Amendment – Finance Manager Jennifer Kerr – time  
~~A RESOLUTION OF THE TOWN OF MELBOURNE BEACH, BREVARD COUNTY, FLORIDA, AMENDING THE BUDGET FOR THE FISCAL YEAR (FY) 2025-2026; AMENDING RESOLUTION NO. 2025-15 RELATED TO THE USE OF ALL CARRYFORWARDS AND TRANSFERS FOR ALL FUNDS INCLUDING THE GENERAL FUND; ESTABLISHING AUTHORITY FOR THE TOWN MANAGER TO IMPLEMENT THE BUDGET; AND PROVIDING FOR ADOPTION.~~
- H. Resolution 2025-19 – Town Commission Rules and Procedures – Town Attorney Ryan Knight – time  
~~A RESOLUTION OF THE TOWN OF MELBOURNE BEACH, BREVARD COUNTY, FLORIDA, MODIFYING AND RESTATING TOWN COMMISSION RULES AND PROCEDURES; PROVIDING FOR BI-MONTHLY REGULAR COMMISSION MEETINGS; AND PROVIDING FOR AN EFFECTIVE DATE.~~
- I. Discussion on the 2025 anonymous employee satisfaction survey results – Commissioner Anna Butler – 2:22:00

Commissioner Anna Butler spoke about how the Commission hired an outside firm to do an anonymous employee satisfaction survey, following allegations of bullying and harassment from a town employee. The survey became available by public records request and showed overwhelmingly concerning results: only 38% of staff indicated they would likely stay employed with the Town, and the commission received 0% ratings in all categories. Although legal action was deemed unnecessary due to the survey's anonymity, it is important to acknowledge staff concerns in a public forum. Highlighted the impact on workplace morale and stability and called for constructive action and dialogue among the Commission, the Attorney, the Interim Town Manager, and the public. All commission interactions with staff should go through the Town Manager, and the staff's voices must be heard and responded to in order to rebuild trust and respect and not be swept under the rug.

Mayor Alison Dennington asked if there was a contract, scope of work, invoice, or anything. Would like to see that. Would like to see the original communications from the company. Would like to see all of the questions asked. The Commission never got a copy of any of it. Has questions about the information that was provided. Would like to have this at a workshop. One response was that they wish department heads and staff would listen more to lower staff. That is something to think about. Others mentioned benefits.

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Vice Mayor Terry Cronin spoke about what is done is done, and now there is a document that could put liability on the Town if an employee left and sued. We could all learn from this and show the staff that we are not dismissive. Possibly get a facilitator to workshop this.

Town Attorney Ryan Knight spoke about the liability that would be when there is a named complaint; however, this is an anonymous survey. If there were named complaints, then it would hold a lot more weight.

Vice Mayor Terry Cronin spoke about how morally the Commission has to address this.

Mayor Alison Dennington spoke about wanting to address the sections. Several complained about salary, benefits, and health insurance. Toxic workplace is managers or people in the employment, not the people up here. Oversight is our job.

Commissioner Sherri Quarrie spoke about some of the answers reference their future career could be in jeopardy because something has been filed against them. That is a problem and puts the Town in jeopardy if the accusation is proven inaccurate. Employers ask if a grievance has been filed against you, which would affect your career. This gives the Town a black eye and could affect the Town's future workforce. How does the Town correct the damage that has been done? Start by having the Commissioners only contact the Town Manager and not the employees. If things don't change, we are not going to have a proper staff.

Commissioner Tim Reed spoke about the survey not being satisfactory. Not opposed to discussing this at a workshop. It is obvious that the Commission needs to adhere to the hierarchy that is in place. Possibly consider doing this yearly.

**Vice Mayor Terry Cronin made a motion to discuss the toxic workshop survey at our next workshop, and in that discussion, we have a facilitator that talks about how we can fix this problem, how we can make amends, and that we sign a certificate of understanding, we sign as a Commission; Commissioner Anna Butler seconded;**

Mayor Alison Dennington asked if the motion was only to focus on one aspect of the survey.

Vice Mayor Terry Cronin spoke about wanting to focus on the big problems that we can control that we are being accused of. They are mad at the Commission because they feel bullied. We need to recognize this, learn from it, and move on.

Mayor Alison Dennington spoke about being opposed to the motion if it is to only focus on one aspect.

Commissioner Tim Reed spoke about it being an employment satisfaction survey, and to be fair, it should be consistent and include the entire survey, not focus on one area.

Town Manager Lisa Frazier asked if the workshop could be pushed a little bit to allow time to get a facilitator.

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**Vice Mayor Terry Cronin amended the motion to have it at the soonest workshop in either December or January; Commissioner Anna Butler seconded;**

**Jan Pickett – 1501 Oak St** – Spoke about the survey addresses multiple areas of dissatisfaction that should be addressed that as well are the responsibility of the Town Manager, so doing a workshop on those issues is not relevant until it comes to the budget such as salaries and benefits. The Town Manager should work on those and come up with a proposal.

**Jan Pence – 200 Riverside Dr** – Spoke about 3 ½ weeks ago she got the survey results through a public records request, and the Commission is acting like they have never seen it. Read some negative comments about the Mayor from the survey. This is not acceptable, and to brush it under the table is not okay. Save the Town and take care of the staff.

**Bruce Pickett – 1501 Oak** – Spoke about the survey is concerning, and after it was presented, the first few minutes of discussion weren't even about the people. The only way to fix this is to find a way to make people happy and a good working environment. Without all of those people out there doing all of the work there are a lot of things that are not going to be done in Town. One of your highest priorities should be to make the employees happy in their work environment, but you do not have to give them everything and anything.

**Tina Coppock – 505 Avenue B** – Spoke about the Mayor's comments, inability to self-reflect, or accept responsibility show that nothing is going to change because she has no intention of correcting her behavior. Read negative employee comments about the Mayor from the survey. There is no way to fix this unless you get to the cause.

**Joyce Barton – 322 Third Ave** – Spoke about this is very concerning. This is not a broad dissatisfaction in the workplace; it is very specific. The employees had nothing but glowing remarks about the previous Town Manager. Read positive comments about the previous Town Manager. Don't broaden the survey into it being an unhappy place to work because it wasn't like that before.

**Jason Judge – 206 Flamingo** – Hopes the Commission read the whole thing. This is not fair to the Town employees. Do anything you can to make this better. If you sit on your hands and do nothing, you are just as bad as the person doing it.

Mayor Alison Dennington spoke about how the Town Attorney does not think this brings any liability, but there are some people questioning that.

Commissioner Sherri Quarrie believes this gives the staff the opportunity to file a joint grievance against the Town. The person who is at the center of all of these attacks should voluntarily step down and have a new election would be cheaper than to go through litigation. Does not agree that this will not be a liability to the Town. Believes these accusations give the Town a financial liability. There is evidence in this, and because the Mayor is at the center of all of this, requested the Mayor to step down. It would be more cost-effective for the Mayor to step down and hold a special election than to deal with litigation. It would be in the best interest of the Town and the Mayor, and a step in healing if the Mayor steps down with grace.

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**Motion carried 4-1 with Mayor Alison Dennington dissenting.**

Mayor Alison Dennington spoke about the Commission should at least cover the benefits of the other provisions.

J. Discussion on creating a strategic timeline to prioritize efforts – Commissioner Terry Cronin – 3:12:13

Vice Mayor Terry Cronin spoke about wanting to create a strategic timeline for the coming year and put it on the next workshop.

Mayor Alison Dennington spoke about supporting it.

**Vice Mayor Terry Cronin made a motion to accept the plan for creating a strategic timeline at our next workshop; Commissioner Anna Butler seconded; Motion carried 5-0.**

**13. Finance/Budget Report – 3:16:55**

Commissioner Tim Reed spoke about Department 22 on page 201. The budget was for three full-time firefighters, but we have gone through October, and those positions are not staffed. Proposed reallocating the unspent salary into the Stormwater Fund.

Town Manager Lisa Frazier suggested not doing that at this time but instead look at the budget and make adjustments quarterly rather than doing monthly budget adjustments. We have not heard back from the SAFER grant. Cautioned against doing monthly adjustments because we may need it in the future. There are a lot of funded, important projects that need to be addressed.

Commissioner Tim Reed spoke about looking at it closely each quarter and does not think the request affects the SAFER grant.

Mayor Alison Dennington spoke about the request does not affect the SAFER grant.

**Commissioner Tim Reed made a motion that we consider at the quarterly review of the budget to reallocate the unspent paid firefighter salary plus burden, I'm going to say we reallocate it to stormwater, and my thinking there was largely that I think we're going to experience cost growth in that project; Mayor Alison Dennington seconded;**

*Bruce Larson – 1507 Pine St – Spoke about not rushing into it unless there is no way that you can spend the money anymore. Suggests amending the motion to look at all items that cannot be spent within the current scope at the quarterly review. Doing budget reallocations quarterly is best practice. If you do it too often you become more reactive, and question what changed last month.*

**Commissioner Tim Reed amended his motion to do quarterly budget reviews, and as part of that, evaluate and identify unspent funds that could be reallocated; Mayor Alison Dennington seconded;**

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Commissioner Sherri Quarrie spoke about how the Finance Department already does that, so she will not be voting for it.

Mayor Alison Dennington spoke about it not being done already. Previous audit findings state not to wait until the end of the year; it is standard practice and recommended to do it. Will vote for it because it has been an audit issue for the Town. It is good sound fiscal responsibility.

**Motion carried 3-2 with Commissioner Anna Butler and Commissioner Sherri Quarrie dissenting.**

**Commissioner Sherri Quarrie made a motion to accept the finance report; Vice Mayor Terry Cronin seconded; Motion carried 4-1 with Mayor Alison Dennington dissenting.**

**Commissioner Sherri Quarrie made a motion to adjourn;**

Mayor Alison Dennington spoke about the remaining agenda items and asked to extend the meeting to allow the Technology Advisory Board to speak.

**Commissioner Anna Butler made a motion to extend just for the moments so that our representative from the Technology Advisory Board can present his report;**

Mayor Alison Dennington spoke about preparing a speech to present during the Commission Report, but will forego speaking and instead give it to the Town Clerk.

**Commissioner Tim Reed seconded; Motion carried 5-0.**

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

##### **A. Technology Advisory Board – 3:36:05**

Technology Advisory Board Chairman Bruce Larson spoke about how they are working on all of their tasks. There are two new requests for new tasks. The first one is the audiovisual and communication capabilities in the Community Center and Town Hall, and the second is business processes for Town Hall, specifically the BS&A software.

Mayor Alison Dennington spoke about being in support.

**Commissioner Tim Reed made a motion that we have the Technology Advisory Board take on the two new tasks, one being the audiovisual system evaluation here, then the business process software BS&A software evaluation; Commissioner Anna Butler seconded;**

Vice Mayor Terry Cronin spoke about the audiovisual equipment is a great idea, but is confused about the second task. Asked for more information on that.

Town Manager Lisa Frazier spoke about how she requested the Board look at different municipal government operations for permitting, finance, HR, ext. to see what is most useful and cost-effective for the Town. Asked the Board to compare different software platforms.

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**Motion carried 5-0.**

- B. Building Department
- C. Public Works Department
- D. Code Enforcement
- E. Fire Department
- F. Police Department
- G. Town Clerk
- H. Town Attorney
- I. Town Manager

**15. Commission Reports**

**16. Task List**

**17. Adjournment**

**Commissioner Anna Butler made a motion to adjourn; Vice Mayor Terry Cronin seconded; Motion carried 5-0.**

Meeting adjourned at 10:11 PM.



Alison Dennington  
Mayor

ATTEST:



Amber Brown, CMC  
Town Clerk

