

Town of Melbourne Beach

SPECIAL TOWN COMMISSION MEETING

September 29, 2025 @ 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 6:20 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 Attorney Ryan Knight
Town Clerk Amber Brown

3. Pledge of Allegiance and Moment of Silence

Mayor Alison Dennington led the Pledge of Allegiance.

4. Public Comment

None

5. New Business

A. Consideration on the Interim Town Manager Contract

Town Attorney Ryan Knight spoke about the Interim Town Manager Contract. There was one amendment to Section 2. This has been provided to the individual, and she has approved it. Said the compensation is \$120,000. - 1:44

Commissioner Robert Baldwin asked about receiving PTO.

Town Attorney Ryan Knight said there is sick leave and PTO for this. PTO means you are not accessible. Spoke about dates the new Town Manager would be gone for conferences.

Vice Mayor Dawn Barlow spoke about having PTO go towards the time off in November, but that the conferences might be applicable to the position.

Commissioner Tim Reed spoke about allowing her to go negative on PTO for the vacation.

Mayor Alison Dennington spoke about allowing the PTO to go negative. Asked what counts as a conflict in the Sebastian Inlet District section. Proposed changing it to in emergency situations where the Town Manager is needed; failure to be there would be a conflict.

Town Attorney Ryan Knight spoke about how that would be covered by the conflict section.

Mayor Alison Dennington confirmed there is no term, but there is a 2-week notice requirement. Asked about the retirement benefit.

Finance Manager Jennifer Kerr spoke about how the Town Manager gets the same amount as the other employees (14.63%) into Mission Square. Whereas FRS would be 35%. -14.22

Vice Mayor Dawn Barlow made a motion that we accept the contract as written, taking into account that the requested time off in October for the conferences be considered paid business, but the time taken in November will be taken against PTO; Commissioner Robert Baldwin seconded; Motion carried 5-0.

The Commission discussed the vacated position for the Building Department permit tech, and the possibility of hiring someone for that position.

Commissioner Robert Baldwin spoke about extending the period for permanent Town Managers to apply.

Vice Mayor Dawn Barlow thanked Town Manager Elizabeth Mascaro for her years of commitment to the Town of Melbourne Beach.


6. Adjournment

Vice Mayor Dawn Barlow made a motion to adjourn; Commissioner Anna Butler seconded; Motion carried 5-0.

Meeting adjourned at 6:46 PM.


Alison Dennington
Mayor

ATTEST:


Rachel Pembrook (Oct 9, 2025 11:20:53 PM)
Rachel Pembrook
Transcriptionist

