

Town of Melbourne Beach

SPECIAL TOWN COMMISSION MEETING

September 25, 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 6:02 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
Fire Chief Gavin Brown
Town Clerk Amber Brown

3. Pledge of Allegiance and Moment of Silence

Mayor Alison Dennington led the Pledge of Allegiance.

Recess at 6:03 pm - 6:06 pm

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
Fire Chief Gavin Brown
Town Clerk Amber Brown

4. Public Comment

Mayor Alison Dennington spoke about recently receiving a request from an employee for severance, so she has questions that she would like answered prior to voting on the budget. Asked the Town Manager about combining the Finance Clerk and Building Clerk positions. – 6:38

Town Manager Elizabeth Mascaro said they eliminated the Finance Clerk and kept the Building Clerk.

Mayor Alison Dennington said she had hoped it would be a consolidation because if a contract Building Official was hired, a Building Clerk may or may not be needed.

Commissioner Robert Baldwin spoke about how, in the budget, that position still has to be in a department. Maybe that position would fit better in admin or something else, but that is something that can be fixed.

Town Manager Elizabeth Mascaro spoke about how the severance, if the Commission chooses to do that, would be paid out of this year's budget because the position is being eliminated in this fiscal year. Spoke about how everyone in Town Hall has to wear multiple hats because they don't have the staffing. Said they could shift the position name to an admin position.

Mayor Alison Dennington said it would be better if they changed that name now.

Town Manager Elizabeth Mascaro said it would be better to change it after the fact, but they are able to split payroll, they can pay someone out of 2 different departments. Spoke about how a private provider could potentially cost more than the 2 positions, and explained the permit fees are a one-time fee that would not cover the cost of someone coming in 3 or 4 days a week to do inspections.

Mayor Alison Dennington spoke about adjusting the fee structure to cover costs. Confirmed with the Town Manager that they kept the person between Finance Clerk and Building Clerk who had the most versatile experience and can do the work of the 2 positions.

Town Manager Elizabeth Mascaro said the Building Clerk was less of a cost to the Town than the Finance Clerk. The salary was similar, but the expenses were different.

Mayor Alison Dennington asked what the severance money would cost and where it would come from if it were approved.

Town Manager Elizabeth Mascaro said they have never eliminated a position since she has been employed in the Town, so she has not had anyone ask for severance. What that would look like would be at the discretion of the Commission.

Commissioner Robert Baldwin referenced an email from the Town Attorney that said 6 weeks' pay would be the max they could give.

5. Public Hearings

- A. Public Hearing on the Town's Fiscal Year 2025/2026 (FY26) Millage Rate and Annual Budget.

Mayor Alison Dennington asked for public comment, to which there was none.

6. New Business

- A. Resolution 2025-14, Adopting the Final Millage Rate for the Fiscal Year 2025-2026. – 23:45

Mayor Alison Dennington read the resolution preamble.

A RESOLUTION OF THE TOWN OF MELBOURNE BEACH OF BREVARD COUNTY, FLORIDA, ADOPTING THE FINAL LEVYING OF AD VALOREM TAXES FOR FISCAL YEAR 2025/2026; PROVIDING FOR AN EFFECTIVE DATE.

Vice Mayor Dawn Barlow moved to adopt Resolution 2025-14 setting the final operating millage rate for fiscal year 2025-2026 at 4.6000 mills, which is greater than the rollback rate of 4.2574 by 8.050%, and setting the final debt service millage rate for fiscal year 2025-2026 at .0910 mills; Commissioner Robert Baldwin seconded;

Mayor Alison Dennington confirmed with the Town Clerk that the .0910 mills number was in the prior documentation.

Roll Call Vote by Town Clerk

Mayor Alison Dennington – Yay
Vice Mayor Dawn Barlow – Yay
Commissioner Robert Baldwin – Yay
Commissioner Anna Butler – Yay
Commissioner Tim Reed – Nay

Resolution 2025-14 carried 4-1 with Commissioner Tim Reed dissenting.

- B. Resolution 2025-15, Adopting the Final Budget for the Fiscal Year 2025-2026 – 26:20

Mayor Alison Dennington read the resolution.

A RESOLUTION OF THE TOWN OF MELBOURNE BEACH OF BREVARD COUNTY, FLORIDA, ADOPTING THE FINAL BUDGET FOR FISCAL YEAR 2025/2026; PROVIDING FOR AN EFFECTIVE DATE.

Vice Mayor Dawn Barlow moved to adopt Resolution 2025-15 setting forth the appropriations and revenue estimate for the final budget for fiscal year 2025-2026 in the amount of \$5,293,520; Commissioner Anna Butler seconded;

Roll Call Vote by Town Clerk

Mayor Alison Dennington – Yay
Vice Mayor Dawn Barlow – Yay
Commissioner Robert Baldwin – Yay
Commissioner Anna Butler – Yay
Commissioner Tim Reed – Nay

Resolution 2025-15 carried 4-1 with Commissioner Tim Reed dissenting.

Mayor Alison Dennington thanked the other Commissioners for working together on the budget.

7. Adjournment

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

Meeting adjourned at 6:28 PM.



Alison Dennington
Mayor

ATTEST:



Rachel Pembroke (Oct 9, 2025 14:36:21 EDT)
Rachel Pembroke
Transcriptionist