

Town of Melbourne Beach

SPECIAL TOWN COMMISSION MEETING March 31, 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:

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 6:06 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
Building Official Robert Bitgood
Fire Chief Gavin Brown
Town Clerk Amber Brown

3. Pledge of Allegiance and Moment of Silence

Mayor Alison Dennington led the Pledge of Allegiance.

4. Public Comments

After being acknowledged by the Vice Mayor, members of the public should state their name and address for the record. The Commission encourages citizens to prepare their comments in advance. Each individual will have three (3) minutes to address the Commission on any topic(s) related to Town business, not on the Agenda.

5. New Business

- A. Discussion on the Fire Station clerestory window soffit repair and sealing the windows and flashing, and gutter downspout that is causing water to pour into the windows.

Mayor Alison Dennington spoke about repairs that the building needs.

Town Manager Elizabeth Mascaro spoke about how the copula has been an ongoing issue when there is driving rain typically from hurricanes. FMIT had Synergy do work around 2018-2019 in that area of the roof, but there is no itemized list of what repairs they did.

Commissioner Robert Baldwin said if the Town were to replace the roof, it would be permitted so there will be more documentation.

Town Manager Elizabeth Mascaro spoke about having \$110,000 set aside to replace the roof. - 8:00

Mayor Alison Dennington said the copula serves no purpose and there is no way to get up there for repairs. Asked if it can be eliminated.

Building Official Robert Bitgood spoke about how the copula vents the air out, so it is currently part of the building's venting system. If we switched to a shingle roof we could add a ridge vent then the copula would no longer be needed. Would guess to remove the copula it would cost \$8,000-\$10,000.

Vice Mayor Dawn Barlow spoke about how the Town has taken some steps to get quotes. Asked if there has been additional damage since the original damage.

Building Official Robert Bitgood spoke about how the only new damage has been to the Fire Department offices area. The problem with the windows is the weep holes were stuccoed over, so when there is driving rain, it forces the water in and has no place to go. The downspout was removed recently when the Fire Department was installing a kitchen, but it will be put back up.

Vice Mayor Dawn Barlow asked if any of the work could be done by Public Works.

Building Official Robert Bitgood said due to the height and skill level, it would be better to contract out.

Vice Mayor Dawn Barlow asked about the potential of getting a discount if the same contractor is used for the Old Town Hall roof. Would like to get all of the work bid out.

Building Official Robert Bitgood said he could look into a discount and spoke about how the first step would be to get the roof done.

Commissioner Tim Reed asked for an itemized list of repairs needed and who can do the work. - 17:44

Building Official Robert Bitgood spoke about there being 4 parts: the roof, the windows, the soffit, and the drywall.

Mayor Alison Dennington spoke about there still being life left in the roof. Would like to remove the copula and that will fix the water intrusion problem.

Building Official Robert Bitgood said his only concern is now that the insurance company is aware of the state of the roof, it would limit what they could claim in the future if something were to happen like hurricane damage.

Commissioner Robert Baldwin spoke about how the gaskets get dry-rotted and you cannot see it. Spoke about replacing the screws with larger ones.

Town Manager Elizabeth Mascaro spoke about how the roofers said they could do repairs, but the companies would not warranty the work because they were not the original company that installed the roof. The copula was repaired in the past.

Mayor Alison Dennington spoke about extending what we can. Said that this does highlight the need for having a comprehensive inventory for maintenance.

Building Official Robert Bitgood spoke about working on putting together a template. Said there are only 15-20 key things that need to be checked on a monthly/quarterly/yearly basis.

Mayor Alison Dennington asked if there is any tracking system for maintenance work or requests.

Town Manager Elizabeth Mascaro spoke about how the Public Works Department has some checklists, but not necessarily for buildings.

Mayor Alison Dennington asked if the BS&A software could be used to track building maintenance.

Building Official Robert Bitgood said he has Public Works pull a permit for all the work they're doing and that puts it in the system. Can check with them to see if that is a part of their software that they offer.

Town Manager Elizabeth Mascaro spoke about how that is an add on that the Town could get, but it would be an additional cost, around \$10,000.

Commissioner Robert Baldwin made a motion to suspend debate and move to public comment; Commissioner Anna Butler seconded; Motion carried 5-0.

Lauren Hardman - 320 Sixth Ave – Spoke about being a resident, but also a firefighter with the Town for many years. Was the one that found the water coming in where she was planning on sleeping during a hurricane. The building has always had ongoing issues with leaking, mold, mildew. This is not just a now thing, there have been ongoing issues with

the building for many years. Don't just look at the façade, look deeper, and don't let money be the problem. Be mindful to not cut corners. - 31:05

Commissioner Robert Baldwin made a motion to allow an additional 2 minutes for public comment; Vice Mayor Dawn Barlow seconded; Motion carried 5-0.

Mayor Alison Dennington asked Fire Chief Gavin Brown if there is not enough money budgeted for building maintenance.

Fire Chief Gavin Brown spoke about how building maintenance is not part of the Fire Department budget. The issues with the building do hinder volunteer recruitment and morale.

Mayor Alison Dennington asked if the tracking of repairs can be improved.

Fire Chief Gavin Brown spoke about under normal conditions Public Works is very responsive, but there were challenges with this repair.

Mayor Alison Dennington said it seems like there is minor maintenance, major maintenance, and capital improvement, and there is a hole for major maintenance.

Jim Simmons – 409 Avenue B - Said originally they wanted to amortize the repairs needed over a 20 year period. Spoke about two previous instances with the Town Complex, where projects were piecemealed, and it ended up costing more both times.

Commissioner Robert Baldwin made a motion to task the Town Manager to get 3 quotes for a shingle roof with options to remove the copula and add ridge venting on the affected roof;

Vice Mayor Dawn Barlow asked if there would be any issues anticipated outside of the 4 they had originally spoken about (roof, windows, soffit, drywall).

Building Official Robert Bitgood said you never know until you get into it, but he does not anticipate any other issues.

Mayor Alison Dennington said she would like to have a comprehensive list so they could know what needs to be done and possibly do it all at once.

Commissioner Robert Baldwin spoke about the importance of getting some movement going with the roof.

Building Official Robert Bitgood said he was going to get updated quotes. Spoke about educating the public about the different roof types and their cost so people would not be upset about a shingle roof.

Vice Mayor Dawn Barlow seconded; Motion carried 5-0.

Mayor Alison Dennington asked for an update on the Community Center porch.

Building Official Robert Bitgood spoke about starting to do maintenance on the Community Center, and as part of that, found rotten pillars holding the roof up.


Town Manager Elizabeth Mascaro spoke about keeping the ramp on the south side and turning the 3 staff parking spaces into handicap parking, but the issue is that there is not enough parking for staff.

Building Official Robert Bitgood said in regards to a porch, they already have a lot of that material so it would be minimal cost. Said he was waiting on getting quotes to replace the doors for the Community Center which would be the last thing to becoming ADA compliant

6. Adjournment

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

Meeting adjourned at 7:05 pm.



Alison Dennington
Mayor

ATTEST:



Rachel Pembroke (Jun 28, 2025 15:58 CDT)
Rachel Pembroke
Transcriptionist