

Town of Melbourne Beach

SPECIAL TOWN COMMISSION MEETING

June 2, 2025 at 4:00 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 4:00 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
Finance Manager Jennifer Kerr
Town Clerk Amber Brown

3. Pledge of Allegiance and Moment of Silence

Town Attorney Ryan Knight mentioned the Commission having a copy of the RFQ and how they will need to rank each of the companies 1-4.

Mayor Alison Dennington called for a recess so they could get a copy of the RFQ.

Recess at 4:03pm-4:05pm

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
Finance Manager Jennifer Kerr
Town Clerk Amber Brown

4. Public Comments

After being acknowledged by the 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.

Kate and Dan Wilborn – 502 Second Ave – Spoke about a public comment about stormwater she sent to the Commissioners that included a response from the Town Manager. Does not understand why her area is not a priority because the design is for their area to flood. - 6:10

5. New Business

A. Consideration of proposals from the RFQ for Building Official services

Commissioner Tim Reed spoke about getting the Building Officials' input about this topic. - 10:22

Finance Manager Jennifer Kerr said the Building Official was already scheduled to be at a conference.

Commissioner Robert Baldwin spoke about tabling this item to get the Building Officials' input.

Mayor Alison Dennington spoke about the importance of talking about this topic even in his absence.

Town Manager Elizabeth Mascaro spoke about how the Building Official would be responsible for managing the site plans, but if things exploded and he needed additional help for inspections, a company could be used.

Commission Tim Reed asked who would decide when to use a company.

Town Manager Elizabeth Mascaro spoke about if the Building Official needed extra help, he would have to communicate with the Town Manager. Another situation to use one of the companies is when the Building Official takes a vacation. Said fees were part of the RFP requirements, and only 2 companies included them.

Commissioner Anna Butler spoke about the company would be a backup when the Building Official takes a vacation or if the position becomes vacant. - 18:40

Commissioner Tim Reed asked who would be the interface from the Town.

Town Manager Elizabeth Mascaro spoke about how she would be the contact person. The Town could ask for a Building Official, inspector, or plans examiner in the absence of our Building Official. Depending on what the Town needs, they would supply that.

Commissioner Tim Reed verified that when the RFQ went out, the Town was looking for a Building Official, but now the Town has decided to hire an employee and use a company as a backup.

Town Manager Elizabeth Mascaro said in their proposals, most of them addressed if the Town needed them periodically.

Commissioner Robert Baldwin spoke about contacting the companies to see if they were still interested, knowing that the Town is only looking for a backup.

Mayor Alison Dennington confirmed the Town was not paying for the conference the Building Official was at and asked for the company name he used to work for. Spoke about wanting a policy on when the company would be used, and asked the Town Attorney if there are any issues with the RFQ going out for full building services, but now it is for a backup.

Town Attorney Ryan Knight spoke about there being no issue, but the Town should contact the companies through email to inform them that this will be on an as-needed basis.

Town Manager Elizabeth Mascaro spoke about the RFQ responses and the companies. Starting with JPI, they have a substantial field of workers. They are based out of Orlando and could provide all the services the Town is asking for. - 25:45

Commissioner Tim Reed asked when the clock starts for their hourly fees.

Town Manager Elizabeth Mascaro spoke about how it depends on the company. Some charge when they get in their vehicle, but some charge when they arrive.

Mayor Alison Dennington said if the Town already has an employee with benefits, adding a company could get expensive.

Commissioner Robert Baldwin spoke about how the previous Building Official was keeping up with the workload, so it would not be common that they would need to use a company. There would have to be a significant uptick in volume to need extra help.

Mayor Alison Dennington said between salary and benefits, paying a Building Official is expensive and wondered if just using a company might be cheaper.

Town Manager Elizabeth Mascaro said in the past, it was not economical, the company would come 3 days a week, and it was not less expensive than having a Building Official. There was a minimum of a 4-hour fee. There were also issues of building without permits at that time because of the limited amount of time they were in the Town.

Commissioner Anna Butler spoke about the care Robert Bitgood took to understand each situation as he drove onto a property; a third-party company is likely not going to provide that level of care.

Commissioner Tim Reed spoke about how the big three buckets are issuing permits, inspections, and plan review, and asked if the Building Officials can do all 3.

Town Manager Elizabeth Mascaro said in most places, no, most municipalities have individuals to do plan review, and permitting is separate. Because Melbourne Beach is small, the Building Official could do it all. Only the Building Official can issue a permit.

Mayor Alison Dennington said most small Towns do not have Building Officials, they just contract with the companies.

Commissioner Tim Reed spoke about checking the company's interest and fees after they know this would only be for backup situations. - 38:45

Vice Mayor Dawn Barlow asked if the Town Manager is familiar with any of the companies, and since the Town needs to provide an addendum, it could go to all 4 companies and ask the 2 that didn't provide a fee schedule if they would.

Town Manager Elizabeth Mascaro said she was familiar with Causley/Safebuilt.

Town Attorney Ryan Knight spoke about adding an addendum #2 to amend the Town's needs. They would be required to sign for it, so if they want to withdraw, they could. Typically, this would have a 20-day extension.

Mayor Alison Dennington asked why it couldn't be modified to have on-call contracts, then the Town could have multiple companies.

Town Attorney Ryan Knight spoke about how originally, that was not the plan when the RFQ went out.

Mayor Alison Dennington asked if this could be treated as a CCNA and enter into multiple contracts.

Town Attorney Ryan Knight spoke about how, in order to do a CCNA, then the entire process would have to be redone because under CCNA, you cannot use price as a determinant, but this RFQ said price was part of it.

Mayor Alison Dennington said the addendum on May 6th took out the CCNA option. Who did that and why? - 45:50

Town Attorney Ryan Knight said he drafted the addendum. Said he told the Town Manager there were discrepancies with the RFQ. Spoke about how this should not have been advertised as a CCNA because the price was part of the RFQ, so he drafted the addendum. You would not have a Town Building Official working under a CCNA agreement.

Mayor Alison Dennington said in the first 18 days, it was a CCNA and still included the price.

Town Attorney Ryan Knight said it was, but it should not have been because price cannot be part of a CCNA.

Vice Mayor Dawn Barlow spoke about how the options are to do a 20-day extension to address the changes, or cancel it and start a new process for a CCNA with a 30-day response time.

Commissioner Tim Reed asked if this would be for a yearly basis.

Town Attorney Ryan Knight spoke about it being a contract for a year with an option to renew for another year.

Commissioner Robert Baldwin confirmed that the Town Manager did not have a preference.

Vice Mayor Dawn Barlow made a motion that we table this discussion and send out an email to the existing 4, sending out clarifications that this will be as backup to see if any fees need to be adjusted, and asking the 2 that did not submit fees to submit fees; Commissioner Anna Butler seconded;

Marc Lower - 206 Elm Ave – Spoke about the inefficiencies of the Commission and what should have been done. Handed the Commission paperwork. Said to come up with review criteria, work together, and move forward.

Motion carried 4-1 with Mayor Alison Dennington dissenting.

Mayor Alison Dennington made a motion for reconsideration. Motion dies for lack of second.


6. Adjournment

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

Meeting adjourned at 4:57 pm.


Alison Dennington
Mayor

ATTEST:


Rachel Pembroke (Jun 28, 2025 16:01 CDT)
Rachel Pembroke
Transcriptionist

