Building Needs Assessment Committee Report

This report summarizes the work of the committee by restating the purpose, outlining the process and reporting major points of committee consensus, findings and recommended action regarding current and future building needs of programs operated by the County and existing tenants in the County complex.

Purpose

The Barnstable County Commissioners unanimously approved the following motion:

January 21, 2015 – “I move that the County create a building needs assessment committee to evaluate the buildings, land, used and unused space within the county complex. After said evaluation, the committee shall submit its recommendations to the County Commissioners as to its immediate needs for maintenance, improvements to existing structures, and major construction of new buildings or remodeling of existing to meet the current needs and future needs. The committee shall consist of 5 members, consisting of but not limited to the following: 1 County Commissioner, 2 members of the Assembly of Delegates and 1 representative from the County court system. Term to expire on completion of report. Representation from the County Facilities Dept. shall be available for consulting as well as staff from the Cape Cod Commission for planning and zoning aide. The Committee shall complete its recommendations and submit to the County Commissioners on or before the first Wednesday in May 2015 (extended to no later than September 2, 2015) their report. If anticipated design funds are recommended for creation of bid documents or conceptual drawings, the amount estimated shall be recommended to the County Commissioners prior to adoption of the FY16 budget.”
Committee Members

A list of the Building Needs Assessment Committee members follows:

Joseph Berlandi, Barnstable Village Association
Leo Cakounes, Barnstable County Commissioner
Anne Cannedy, Barnstable Village Association
Michael O'Keefe, Cape and Islands District Attorney
John Ohman, Barnstable County Assembly of Delegates
Janice O'Connell, Barnstable County Assembly of Delegates Clerk
Scott Nickerson, Barnstable County Clerk of Courts
Steve Tebo, Barnstable County Director of Facilities
Paul Niedzwiecki, Cape Cod Commission

Process

The Committee convened on January 29, 2015 to discuss the purpose and process. A committee chair was selected and county counsel’s opinion regarding the applicability of the M.G.L. c. 30A, §§ 18-25 to the Committee’s meetings was requested.

The committee met on the following dates:

   February 25, 2015
   March 11, 2015
   March 25, 2015
   May 28, 2015
   July 16, 2015
   July 30, 2015

The above-referenced opinion of counsel and meeting minutes are included.
Committee Consensus:

• The operations of the Trial Court, the Cape and Islands District Attorney and supporting law enforcement programs should be located at the county complex.
• County programs and departments should be collocated at the county complex to the greatest extent feasible.

Findings

• The information collected and presented in this report provides a foundation for current space planning opportunities.
• The current condition of Barnstable County facilities leased to the Massachusetts Trial Court are insufficient and in some circumstances significantly substandard.
• There is a need for further structural and code-compliance evaluation of existing Barnstable County facilities by an independent consultant before an expanded current and future space plan is developed.
• The Barnstable County Trial Court is likely to be included in a state capital expenditure program authorized by a bond bill currently in process.
• The Barnstable County Trial Court’s rent is a significant source of county revenue.
• Barnstable County departments, except for the Cape Cod Commission, do not allocate resources for the operation and maintenance of the space they occupy.
• The resolution by state action of the space needs of the Barnstable County Trial Court will have a decisive impact on the future viability of Barnstable County and its Regional Government.

Suggested Action

• Barnstable County Board of County Commissioners (the Commissioners) should procure the services of a consultant or organization to evaluate the structural status and code-compliance of county buildings for the purpose of determining the most efficient space plan for current operations and in anticipation of discussions with the Massachusetts Trial Court and other state agencies regarding future space needs.

• The Commissioners should direct staff to use the information included in this report to develop a short-term plan to reallocate space to existing programs, including leasing additional space to the Trial Court and re-evaluating all existing lease agreements.

• The Commissioners should develop a budget policy in the next fiscal year that includes departmental accounting for used space.

• The Commissioners should use FY16 resources to procure services outlined in the attached Scope of Services for the purpose of developing a long-term plan for projected space needs. This plan should include:
  o An inventory of all Barnstable County buildings and structures.
  o Existing buildings and structures should be structurally evaluated for potential expansion and rehabilitation opportunities including information necessary to determine and prioritize existing and future improvements.
  o Consideration of options to maximize the value of real and physical assets identified.
Estimate cost of rehabilitation, renovation, and code-compliance of existing buildings and structures necessary to accommodate identified long-term space needs.

Preparation of conceptual site plans

The Commissioners should appoint one individual with experience in intergovernmental negotiations, public finance, public management and with institutional knowledge of Barnstable County and the Complex to negotiate with appropriate state agencies and officials the current and future space needs of the Trial Court, including the associated space needs of the Cape and Islands District Attorney and other court-related law enforcement activities.

Materials Included

Building Needs Assessment Committee Minutes- February 25, 2015
Building Needs Assessment Committee Minutes- March 25, 2015
Building Needs Assessment Committee Minutes- May 28, 2015
Building Needs Assessment Committee Minutes- July 16, 2015
Building Needs Assessment Committee Minutes- July 30, 2015
Barnstable County Counsel Memo
Barnstable County Complex Maps
Barnstable County Site Plans
Barnstable County Deeds
Barnstable County Courthouse Floor Plan
Barnstable County Campus Existing Buildings
Barnstable County Building Needs Assessment 2001
Barnstable County Building Needs Assessment 2001
Space Requested by Barnstable Trial Court
Barnstable County Complex Parking Study
Barnstable County Complex Existing Conditions/Draft Concepts
Barnstable Town Councilor Ann Canedy’s letter to the Barnstable County Commissioners
DRAFT Barnstable Village Streetscape
Historic Preservation and Community Character Map
MEPA Regulations Section 11.03
Mass. Cultural Resource Information System: Barnstable County Complex
Building Information
Barnstable Village Zoning Map
DRAFT Barnstable County Complex Map with Building Square Footage
Old Jail Square Footage
DRAFT Space Planning Worksheet
Ordinance 97-5
Conservation Restriction
Lawyers Weekly Article