



**TOWN OF PROVINCETOWN**  
**DEPARTMENT OF MUNICIPAL FINANCE - ASSESSORS' OFFICE**

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Minutes of the  
BOARD OF ASSESSORS MEETING  
Town Hall, Tuesday, June 27, 2017  
Caucus Hall Conference Room  
260 Commercial Street

**CALL TO ORDER:** Mr. Sanborn called the meeting to order at 8:30 a.m.

**MEMBERS PRESENT:** Mr. Robert Sanborn (Chair)  
Mr. Scott Fahle  
Ms. Leslie Parsons  
Ms. Patty DeLuca

**MEMBERS ABSENT:** Mr. Greg Muse

**STAFF PRESENT:** Mr. Scott Fahle, Principal Assessor  
Ms. Cheryl MacKenzie, Administrative Assistant

**PREVIOUS MINUTES:**

Ms. DeLuca made a motion to accept the BOA Minutes of May 16, 2016. Mr. Fahle seconded the motion, and the motion carried by a 4-0-0 vote.

**PUBLIC STATEMENTS:**

None

Mr. Sanborn motioned that we call the meeting into Executive Session, and Mr. Fahle seconded the motion. The motion was carried by a vote of 4-0-0.  
Mr. Sanborn called the Meeting into Executive Session per the Massachusetts General Law 30A – Section 21@ 8:30 AM.

**Begin Executive Session: OPEN MEETING LAW, G.L. c. 30A, §§ 21**  
MGL c 59, ss60 – Application for Abatement/Exemptions  
MGL c 59, ss52B – Valuation Information

MGL c 59, ss8A – Discovery Collected in ATB Cases  
 MGL c 59, ss38D – Written Return of Information  
 MGL c 59, ss61A – Discovery Collected with Abatement Applications

**End Executive Session: OPEN MEETING LAW, G.L. c. 30A, §§ 21**

MGL c 59, ss60 – Application for Abatement/Exemptions  
 MGL c 59, ss52B – Valuation Information  
 MGL c 59, ss8A – Discovery Collected in ATB Cases  
 MGL c 59, ss38D – Written Return of Information  
 MGL c 59, ss61A – Discovery Collected with Abatement Applications

Mr. Sanborn motioned that we end Executive Session, and Mr. Fahle seconded the motion. The motion was carried by a vote of 4-0-0.

Mr. Sanborn officially ended Executive Session at 8:37 a.m.

**FY17 REAL ESTATE PROPERTY ABATEMENTS**

The Board reviewed the Third and Final list of FY 2017 Real Estate Property abatement applications. Four (4) applications were reviewed with the following actions:

1. 37 Commercial St – Granted to Value of \$1,476,400. The motion carried by a vote of 4-0-0.
2. 35 Commercial St – Abatement Denied. The motion carried by a vote of 4-0-0.
3. 33 Commercial St – Abatement Denied. The motion carried by a vote of 4-0-0.
4. 31 Commercial St – Abatement Denied. The motion carried by a vote of 4-0-0.

**FY17 STATUTORY EXEMPTIONS/ABATEMENTS:**

**Exemptions**

The Board reviewed the Third list of FY17 exemptions to date. Eighteen (18) applications were reviewed with the following actions:

**Clause 41C - Elderly Persons** – Five (5) applications were considered for this period. All applicants meet the current requirements. The motion carried 4-0-0.

**Community Preservation Act** - Eight (8) applications were considered for this period. All applicants meet the current requirements. The motion carried 4-0-0.

**Clause 22 - Veterans** – Three (3) applications were considered for this period. All applicants meet the current requirements. The motion carried 4-0-0.

**Clause 37A – Blind Persons** – None

**Clause 17D-Surviving Spouse/Elderly** – None

**Clause 41A Deferrals** – Two(2) applications were considered for this period. All applicants meet the current requirements. The motion carried 4-0-0.

**Section 5K – Senior Volunteer Work Credit** – None

### **FY17 – AFFORDABLE HOUSING ABATEMENTS:**

#### **Affordable Housing**

The Board reviewed the Second list of FY17 Affordable Housing Applications as follows: Two (2) properties consisting of Two (2) units were reviewed. The unit met the current requirements. The motion carried 4-0-0.

### **FY17 – RESIDENTIAL EXEMPTIONS**

#### **Residential Exemptions/Abatements**

The Board reviewed the Third list of FY17 Residential Exemptions to be processed as Abatements to date. Six (6) applications were reviewed with the following actions:

**Residential Exemptions/Abatements** –Six (6) applications were considered for this period. All applicants meet the current requirements. The motion carried 4-0-0.

### **ASSESSORS OFFICE UPDATES**

1. Mr. Fahle informed the Board members that he will be putting together job descriptions / applications for the Assistant Assessor’s job position, as it appears that the current Assistant Assessor who has been out on a long term medical leave may not be returning.
2. Ms. MacKenzie informed the Board members that we are currently working on all FY2017 end of year processing, and that informational letters have been prepared and will be sent out to all current applicants/residents on July 3, 2017 regarding the new filing timeline for all Statutory Exemptions, Affordable Housing, and Residential Exemptions to incorporate the October billing cycle as the “Actual” tax bill.
3. Mr. Fahle informed the Board members that the Assessors Office will be closed on Friday, July 14, 2017. Notification will be posted on our website, and in the office window.
4. Ms. MacKenzie informed the Board members that she has reached out to all the past applicants who have not yet applied for the Statutory Exemptions by mail, and phone that the deadline is Monday, July 3, 2017.

### **APPROVAL AND SIGNATURES FOR MOTOR VEHICLE/BOAT COMMITMENT AND ABATEMENT REPORTS:**

Ms. MacKenzie provided the Board members with the following documents for signatures as follows: All were approved (3-0).

1. FY16 MV Abatements

2. FY17 MV Excise Tax Commitment
3. FY17 MV Abatements
4. FY17 Boat Abatements

**MISCELLANEOUS:**

None.

**NEXT BOA MEETING:**

Tuesday, July 25, 2017

**ADJOURNMENT:**

Mr. Fahle motioned to adjourn the meeting, seconded by Ms. DeLuca. The meeting was adjourned at 8:54 a.m.

Respectfully submitted:

*Scott Fahle*

Scott Fahle,  
Principal Assessor

*Scott Fahle*

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**Scott Fahle, Principal Assessor**