



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

*260 Commercial Street, Provincetown, MA 02657*  
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Minutes of the  
BOARD OF ASSESSORS MEETING  
Town Hall, Tuesday, September 26, 2017  
Caucus Hall Conference Room  
260 Commercial Street

**CALL TO ORDER:** Mr. Sanborn called the meeting to order at 8:36a.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. Parsons made a motion to accept the posted BOA Minutes of August 22, 2017. Mr. Fahle seconded the motion, and the motion carried by a 3-0-0 vote.

**PUBLIC STATEMENTS:**

None

Mr. Fahle noted that it is not necessary to go into Executive Session for this meeting.

**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

**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

Ms. DeLuca joined the meeting at 8:38 a.m.

**APPROVE and SIGN FY2018 REAL ESTATE AND PERSONAL PROPERTY  
WARRANTS and COMMITMENTS**

Mr. Fahle provided a copy of the FY2018 Real Estate and Personal Property Warrants and Commitments for tax bills. He noted that the tax bills will be being mailed out this Friday, September 29<sup>th</sup>, with the first due date of October 2, 2017.

**ASSESSORS OFFICE UPDATES**

Mr. Fahle mentioned to the board that the change of billing cycle for FY18 to do the “Actual” tax bill with approved assessed values and tax rates in October starting with this fiscal year. There were three (3) types of notifications for the tax payers as follows:

- Public notices in the Banner on Thursday, September 14, 2017 as well as Thursday, September 21, 2017.
- Advertisement on the Town of Provincetown home page of the website [www.provincetown-ma.gov](http://www.provincetown-ma.gov)
- A public service announcement on PTV

Ms. MacKenzie noted that the Statutory Exemption forms and letters will be mailed out this Friday, September 29<sup>th</sup> to those residents who received them last year.

**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 (4-0).

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

**MISCELLANEOUS:**

Ms. MacKenzie confirmed with the board that the Assessor’s Office has their most recent phone and email contact information.

**NEXT BOA MEETING:**

October 24<sup>th</sup>.

**ADJOURNMENT:**

Mr. Fahle motioned to adjourn the meeting, seconded by Mr. Sanborn. 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**