



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

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Minutes of the  
BOARD OF ASSESSORS MEETING  
Town Hall, Wednesday, May 29, 2019  
Caucus Hall Conference Room  
260 Commercial Street

**CALL TO ORDER:** Ms. Parsons called the meeting to order at 8:41 a.m.

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

**MEMBERS ABSENT:** None

**STAFF PRESENT:** Mr. Scott Fahle, Principal Assessor  
Ms. Cheryl MacKenzie, Assessors Office Manager

**STAFF ABSENT:** None

**PREVIOUS MINUTES:**

Ms. DeLuca made a motion to accept the posted BOA Minutes of April 24, 2019. Mr. Sanborn seconded the motion, and the motion carried by a 5-0-0 vote.

**PUBLIC STATEMENTS:**

None

Ms. DeLuca motioned that we call the meeting into Executive Session, and Mr. Fahle seconded the motion. The motion was carried by a vote of 5-0-0.

Ms. Parsons called the Meeting into Executive Session per the Massachusetts General Law 30A – Section 21@ 8:44 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

Ms. DeLuca motioned that we end Executive Session, and Mr. Fahle seconded the motion. The motion was carried by a vote of 5-0-0.

Ms. DeLuca officially ended Executive Session at 09:27 a.m.

**ANNUAL RE-ORGANIZATION OF BOARD OF ASSESSORS**

Mr. Fahle nominated Ms. DeLuca as new BOA Chairman, and Ms. Leslie Parsons as BOA Vice Chairman. Mr. Girvan seconded the motion. The motion was carried by a vote of 5-0-0. Mr. Fahle and the Board thanked Ms. Parsons for her service as BOA Chairman over the past year.

**REVIEW CHAPTER 59 §2D (Supplemental Billing). VOTE ON RECOMMENDATION TO THE SELECT BOARD**

Mr. Fahle presented the Board with an update as to how CH 59 §2D Supplemental Billing is processed. Mr. Fahle made a motion that the Board of Assessor's recommend to the Select board that they should vote to reject the provisions of CH 59 § 2D. Mr. Sanborn seconded the motion. The motion was carried by a vote of 5-0-0. It was suggested by Mr. Sanborn that this should be treated as a simple housekeeping issue in letter to the Select board currently being drafted by Principal Assessor Fahle.

**FY19 – AFFORDABLE HOUSING ABATEMENTS:**

**Affordable Housing**

Ms. MacKenzie mentioned that Thirteen (13) Affordable Housing Applications that consist of Fourteen (14) units have been approved by Michele Jarusiewicz, and are ready for processing. Mr. Fahle motioned that we process the applications that were approved, and Ms. Parsons seconded the motion. The motion carried 5-0-0.

**ASSESSORS OFFICE UPDATES**

Mr. MacKenzie mentioned to the Board that our Assistant Assessor (Ms. Carol Bergen) and Inspector (Ms. Nancy Lockwood) are finishing collection of new growth to be applied to FY2020 values.

Mr. Fahle mentioned to the Board that his projected schedule to have the FY2020 Property Valuation process with our contractor (PK Associates) to be completed by the last week in June,

Ms. MacKenzie mentioned to the Board that our current contractor (PK Associates) will be starting to inspect our Commercial Properties starting the beginning of May for commercial personal property for new accounts and will update the current depreciation tables.

Mr. Fahle mentioned that he is drafting a “Bid for Proposal” for contractors for the upcoming Commercial Property inspections for existing accounts.

Mr. Fahle mentioned that we will be sending out “Forms of List” for all Commercial Properties in January, 2020 in preparation for the Re-evaluation/Re-certification year FY2021.

**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 (5-0).

1. FY19 MV Excise Tax Commitment
2. FY19 MV Abatements
3. FY18 MV Abatements
4. FY17 MV Abatements

**MISCELLANEOUS:**

None

**NEXT BOA MEETING:**

Wednesday, June 26, 2019 at 8:30 a.m.

**ADJOURNMENT:**

Ms. DeLuca motioned to adjourn the meeting, seconded by Mr. Fahle. The meeting was adjourned at 9:28 a.m.

Respectfully submitted:

*Scott Fahle*

Scott Fahle,  
Principal Assessor