



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

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Minutes of the  
BOARD OF ASSESSORS MEETING  
Town Hall, Wednesday, June 26, 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)  
Mr. Scott Fahle  
Mr. Frank Girvan  
Mr. Robert Sanborn

**MEMBERS ABSENT:** Ms. Patty DeLuca

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

**STAFF ABSENT:** None

**PREVIOUS MINUTES:**  
Ms. Parsons made a motion to accept the posted BOA Minutes of May 29, 2019. Mr. Fahle seconded the motion, and the motion carried by a 4-0-0 vote.

**PUBLIC STATEMENTS:**  
None

Ms. Parsons 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.  
Ms. Parsons called the Meeting into Executive Session per the Massachusetts General Law 30A – Section 21@ 8:41 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. Parsons motioned that we end Executive Session, and Mr. Fahle seconded the motion. The motion was carried by a vote of 4-0-0.

Ms. Parsons officially ended Executive Session at 09:00 a.m.

**REVIEW CHAPTER 59 §2D (Supplemental Billing).**

Mr. Fahle drafted a letter proposing that the Board of Assessor's recommend to the Select board that they should vote to reject the provisions of CH 59 § 2D. The proposal has been approved and signed by Ms. Josee Cardinal Young (Municipal Finance Director), and sent to Mr. David Gardner (Acting Town Manager) for his approval. If approved by Town Manager, the proposal will be added as an Agenda Item to be presented at the appropriate Select Board Meeting.

**FY19 – AFFORDABLE HOUSING ABATEMENTS:**

**Affordable Housing**

Ms. MacKenzie mentioned that Ten (10) Affordable Housing Applications that consist of Eighty-Seven (87) units have been approved by Michele Jarusiewicz, and are ready for processing. Four (4) units did not qualify. Mr. Fahle motioned that we process the applications that were approved, and Ms. Parsons seconded the motion. The motion carried 4-0-0.

**ASSESSORS OFFICE UPDATES**

Mr. Fahle mentioned that the "Bid for Proposal" for contractors for the upcoming Commercial Property inspections for existing accounts was awarded to Paul S. Kapinos & Associates Inc., and was approved and signed by Ms. Josee Cardinal Young (Municipal Finance Director). The Commercial Property inspections is scheduled to commence in September, 2019.

**END OF YEAR FY2019 PROCESSING:**

Mr. Fahle is scheduled to meet with Mr. Paul Kapinos (contractor) to begin reviewing the FY2020 property valuation on Wednesday, June 26<sup>th</sup>. The analysis so far shows that the

property values may increase approximately 3% to 5%, compared to FY19 values increase of approximately 13% to 16%.

Mr. Fahle asked the Board members to log on to the DOR Gateway and sign the LA13A (Amended Growth) Report. Mr. Fahle noted that there is no amended growth from FY19.

Mr. Fahle mentioned to the Board that as we progress through the valuation / tax rate processing that he will occasionally ask the board members to sign on to DOR Gateway for signatures as necessary.

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

None

**MISCELLANEOUS:**

Mr. Fahle mentioned to the Board that there will be a BCAA Fall Meeting with the DOR sometime around September 6<sup>th</sup> through September 13<sup>th</sup>, 2019. All board members are welcome to attend.

**NEXT BOA MEETING:**

Wednesday, August 14, 2019 at 8:30 a.m.

**ADJOURNMENT:**

Ms. Parsons motioned to adjourn the meeting, seconded by Mr. Fahle. The meeting was adjourned at 9:05 a.m.

Respectfully submitted:

*Scott Fahle*

Scott Fahle,  
Principal Assessor