



**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, Wednesday, September 18, 2019  
Caucus Hall Conference Room  
260 Commercial Street

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

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

**MEMBERS ABSENT:** Mr. Frank Girvan

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

**PREVIOUS MINUTES:**  
Ms. DeLuca made a motion to accept the posted BOA Minutes of August 14, 2019 as written.  
Ms. Parsons seconded the motion, and the motion carried by a 4-0-1 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. DeLuca 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 08:55 a.m.

**APPROVE AND SIGN FY2020 REAL ESTATE AND PERSONAL PROPERTY WARRANTS AND COMMITMENTS**

Mr. Fahle provided a copy of the FY20 Real Estate and Personal Property Warrants and Commitments to the Board for approval and signatures.

**ASSESSORS OFFICE UPDATES**

1. Mr. Fahle introduced Ms. Lynne Martin as our new Alternate Board Member.
2. Mr. Fahle mentioned to the board that Provincetown was the sixth (6) community to get our tax rate approved by DOR.
3. Mr. Fahle mentioned all FY19 DOR Gateway signatures are completed.
4. Ms. MacKenzie mentioned to the board that the FY20 Real Estate and Personal Property tax bills will be mailed on October 1, 2019.
5. Ms. MacKenzie mentioned that online website “Web Collector” templates have been created by our GIS contractor and Ms. Lynne Martin (MIS Analyst) and will be updated after October 1<sup>st</sup> bills are mailed.
6. Mr. Fahle and Ms. MacKenzie shared that FY21 is a recertification year for assessments. All forms of lists and Income and Expense forms will be mailed to property owners in January 2020.
7. Ms. MacKenzie mentioned that the PK System contractor will be starting in a few weeks to start the inspections of Commercial Properties for the FY21 Recertification.

**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 Abatements

**MISCELLANEOUS:**

1. Ms. Patty DeLuca mentioned that this is the last year she will be serving on the Board of Assessors. She will continue her services until termination date of December 31, 2019.
2. Ms. Martin mentioned that she has been working with Anne Howard (Building Commissioner), Carol Bergen (Assistant Assessor), and Dana Faris (DPW Financial/Administrative Coordinator) on updating the building scale information since the retirement of Mr. Faust (previous Assistant Assessor).

**NEXT BOA MEETING:**

Wednesday, October 23, 2019 at 8:30 a.m.

**ADJOURNMENT:**

Ms. DeLuca motioned to adjourn the meeting, seconded by Ms. Parsons. The meeting was adjourned at 8:56 a.m.

Respectfully submitted:

*Scott Fahle*

Scott Fahle,  
Principal Assessor

*Scott Fahle*

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**Scott Fahle, Principal Assessor**