



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

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Minutes of the  
BOARD OF ASSESSORS MEETING  
Town Hall, Wednesday, February 26, 2020  
Caucus Hall Conference Room  
260 Commercial Street

**CALL TO ORDER:** Ms. Parsons called the meeting to order at 8:31 a.m.

**MEMBERS PRESENT:** Ms. Leslie Parsons (Chair)  
Mr. Frank Girvan  
Ms. Lynne Martin  
Mr. Scott Fahle

**MEMBERS ABSENT:** Mr. Robert Sanborn

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

**PREVIOUS MINUTES:**

Mr. Fahle made a motion to accept the posted BOA Minutes of January 15, 2020 as written.  
Mr. Girvan seconded the motion, and the motion carried by a 4-0-0 vote.

**PUBLIC STATEMENTS:**

None

Mr. Fahle motioned that we call the meeting into Executive Session, and Ms. Martin seconded the motion. The motion carried by a vote of 4-0-0.

Mr. Fahle called the Meeting into Executive Session per the Massachusetts General Law 30A – Section 21@ 8:32 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. Fahle motioned that we end Executive Session, and Ms. Martin seconded the motion. The motion carried by a vote of 4-0-0.

Mr. Fahle officially ended Executive Session at 08:47 a.m.

**FY20 STATUTORY EXEMPTIONS/ABATEMENTS:**

**Exemptions**

The Board reviewed the Fifth list of FY2020 exemptions to date. Sixty-Two (62) applications were reviewed with the following actions:

**Clause 41C - Elderly Persons** - Four (4) applications were considered for this period. Three applicants meet the current requirements, and one was denied. The motion carried 4-0-0.

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

**Clause 22 - Veterans** – None

**Clause 37A – Blind Persons** – None

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

**Clause 41A Deferrals** – None

**Section 5K – Senior Volunteer Work Credit** – Fifty-Four (54) applications were considered for this period. All applicants meet the current requirements. The motion carried 4-0-0.

**FY20 – AFFORDABLE HOUSING ABATEMENTS:**

**Affordable Housing**

Ms. MacKenzie mentioned that Ten (10) Affordable Housing Applications that consist of Twelve (12) 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 4-0-0.

## **FY20 – RESIDENTIAL EXEMPTIONS**

### **Residential Exemptions/Abatements**

The Board reviewed the Fifth list of FY2020 Residential Exemptions to be processed as Abatements to date. Two (2) applications were reviewed with the following actions:

**Residential Exemptions/Abatements** – Two (2) applications were considered for this period. All applicants meet the current requirements. The motion carried 4-0-0.

## **FY20 – EXPANDED RESIDENTIAL EXEMPTIONS**

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

The Board reviewed the Fourth list of FY2020 Expanded Residential Exemptions to be processed as Abatements to date. Three (3) applications were reviewed with the following actions:

**Expanded Residential Exemptions/Abatements** – Three (3) applications were considered for this period. All applicants meet the current requirements. The motion carried 4-0-0.

## **ASSESSORS OFFICE UPDATES**

1. Mr. Fahle discussed with the board the disposition of the FY19' ATB Appeal. The applicant withdrew the appeal on January 29, 2020. A motion to dismiss was filed with the ATB.
2. Mr. Fahle provided an update on the FY'21 Recertification process. The Department of Revenue (DOR) has to approve the methodology used to recertify the valuation of properties are within guidelines. This is the status as of today:
  - The Income and Expense (I&E) Forms were mailed out to approximately five-hundred and seventy-eight (578) commercial businesses on February 6, 2020. The deadline for returning forms is March 1, 2020. The Assessor can apply fines of \$50.00 for residential, and \$150.00 for commercial properties if adequate forms are not received by this date.
  - The Form of List (FOL) forms were mailed out to a selected group of approximately three-hundred (300) personal property owners on February 5, 2020 to complete the second home personal properties study. This assists in determining the percentage of value used to apply personal property taxes to properties. The deadline for returning forms is March 1, 2020.

- New growth based on Commercial Personal Property has been completed by PK Associates.
- There is a meeting scheduled with DOR, PK Associates (Assessors Software Contractor), and Mr. Fahle on March 5, 2020 to discuss the recertification workplan.

**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. FY19 MV Excise Tax Commitment
2. FY19 MV Abatements
3. FY20 MV Excise Tax Commitment
4. FY20 MV Abatements
5. FY20 BT Excise Tax Commitment

**MISCELLANEOUS:**

Ms. MacKenzie will reach out one more time to the residents who usually file for the Statutory Exemptions and have not yet filed. Deadline for filing is April 1, 2020.

**NEXT BOA MEETING:**

Wednesday, March 25<sup>th</sup>, 2020.

**ADJOURNMENT:**

Ms. Parsons motioned to adjourn the meeting, seconded by Ms. Martin. The meeting was adjourned at 8:47 a.m.

Respectfully submitted:

*Scott Fahle*

Scott Fahle,  
Principal Assessor

*Scott Fahle*

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**Scott Fahle, Principal Assessor**