

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

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Minutes of the  
BOARD OF ASSESSORS MEETING  
Town Hall, Thursday, July 17, 2003

**CALL TO ORDER:** The meeting was called to order at 9:00 AM by Chairperson Jack Kosko.

**MEMBERS PRESENT:** Mr. Kosko, Ms. Pam Parmakian, Mr. Rick Tourgee, Ms. Betty Newman, Mr. Greg Muse (alternate)

**MEMBERS ABSENT:** Ms. Leslie Parsons

**OTHERS PRESENT:** Staff: Mr. Dana Faris, Principal Assessor; Mr. John Warner, Assessing Department Clerk

**MINUTES:**

Ms. Parmakian moved, seconded by Mr. Muse, to approve the minutes of the 3/25, 4/3, 4/8, 4/15, 4/22, and 5/9 meetings as written. The motion carried by a vote of 5-0.

**PUBLIC STATEMENTS:** There were no public statements.

**CORRESPONDENCE:** Mr. Faris reported on the following recent correspondence sent or received by the Assessors' Office:

1. A copy of a letter from Town Counsel enclosing the Sewer Betterment Reassessment Order. This letter also encloses an Affidavit with respect to 3 Franklin St.
2. A letter to Mr. Faris from Chuck Turley, Executive Director of the Pilgrim Monument & Provincetown Museum regarding his filing of Form 3ABC for this property.
3. A copy of a letter from Town Counsel to Atty. Christopher Snow regarding the boundary lines between the Bas Relief Park and the Pilgrim Monument & Provincetown Museum.
4. A copy of a memo from Keith Bergman, Town Manager, regarding income and rent verification for the property tax exemption for affordable housing.
5. A memo from Mr. Faris to the Board regarding the FY'03 certification.
6. A letter from Mr. Faris to Mark Taylor of unit 9 Young's Court West Condominium regarding fencing off of the pedestrian access between Young's Court and Bradford St.
7. A letter to Mr. Faris from Atty. Edward Veara concerning the Young's Court West Condominium and the fencing off of the pedestrian access.

8. A memo from Mr. Bergman to various town departments regarding the status of tax title properties.
9. A letter from the Department of Revenue notifying the town of preliminary certification for FY'03.
10. A letter from the Department of Revenue requesting reimbursement of exemption forms for FY'03.
11. A letter from the Department of Revenue notifying the town of final certification for FY'03.
12. A letter from the Department of Revenue notifying the town that the Cherry Sheet is available on line.
13. A copy of a memo from John Fitzgerald, Treasurer, to Bruce Miller, Director of Municipal Finance, regarding the window service hours for the Department of Municipal Finance and how they relate to the hours established in the Department of Community Development.
14. A letter from the Department of Revenue approving the FY'03 tax rate for all classes of property.
15. Several letters concerning a request for information relating to 795 Commercial St., #4.
16. Several invoices for copies of Assessing Department data.

## **NEW BUSINESS**

### **P.I.L.O.T. Bill:**

Mr. Tourgee moved, seconded by Ms. Newman, to issue a P.I.L.O.T. bill to the Provincetown Housing Authority for their various properties in town. The motion carried by a vote of 5-0.

**Uncollectible Motor Vehicle Excise Tax bills:** Mr. Faris presented several motor vehicle excise tax bills to the Board that had been deemed Uncollectible by the Deputy Tax Collector. Ms. Parmakian moved, seconded by Mr. Tourgee, to abate these bills as warranted.

**Motor Vehicle Excise Tax Abatements:** Mr. Warner reported on the following applications for abatement and recommended that they be granted:

- Partially abate 42 bills resulting from sales or trades of vehicles.
- Fully abate 7 bills that were issued in error.

Mr. Tourgee moved, seconded by Mr. Muse, to grant these abatements in accordance with staff recommendations. The motion carried by a vote of 5-0.

**Boat Excise Tax Abatements:** Mr. Warner reported on the following applications for abatement and recommended that they be granted:

- Partially abate 4 bills resulting from sales.
- Fully abate 26 bills that were issued in error.

Mr. Tourgee moved, seconded by Ms. Newman, to grant these abatements in accordance with staff recommendations. The motion carried by a vote of 5-0.

**Environmental Protection Fund Tax & County Tax:** Mr. Faris presented the 2003 invoices from the Cape Cod Commission and County for payment. Mr. Tourgee moved, seconded by Ms. Parmakian, to authorize the Collector to pay \$76,280 in County Tax and \$72,284 to the Cape Cod Commission. The motion carried by a vote of 5-0.

## **OTHER/MISCELLANEOUS:**

**Assessing Team and Office News:** There was no assessing team or office news that was not fully covered elsewhere in the minutes.

**Future Meeting Dates:** No future meetings were scheduled at this time.

**ADJOURNMENT:** There being no further business to come before the Board, Ms. Newman moved that the meeting be adjourned at 9:35 AM and the meeting was adjourned.

Respectfully submitted:

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Pam Parmakian, Clerk

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Dana Faris, Principal Assessor

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