



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

**260 Commercial Street, Provincetown, MA 02657**  
**Telephone (508) 487-7017 Fax (508) 487-9560**

---

Minutes of the  
BOARD OF ASSESSORS MEETING  
Town Hall, Wednesday, March 31, 2010  
Town Manager's Conference Room  
16 Jerome Smith Road

**CALL TO ORDER:** Ms. Parsons called the meeting to order at 8:37 a.m.

**MEMBERS PRESENT:** Ms. Leslie Parsons (Chair)  
Mr. Paul Gavin  
Mr. Robert Sanborn

**MEMBERS ABSENT:** Ms. Patty DeLuca  
Mr. Greg Muse

**STAFF PRESENT:** Mr. Paul Gavin, Principal Assessor  
Ms. Cheryl MacKenzie, Clerk  
Mr. Vernon Porter

**PREVIOUS MINUTES:**

Mr. Gavin made a motion to accept the BOA Minutes of December 16, 2009. Ms. Parsons seconded the motion, and the motion carried by a 3-0 vote (2 absent).

**PUBLIC STATEMENTS:**

None

**FY10 TAX DERERRAL EXEMPTIONS:**

The following properties/property owners entered into the Tax Deferral and Recovery program as follows:

- a. Helen C. Costa      29 Standish      Street      12-1-068  
 b. Marilyn H. Colburn   491 Commercial St – Unit 7      15-1-020-3-007

The “Statement of Entry into Tax Deferral and Recovery Agreement Forms” were signed by all parties, board members, and notarized by Mr. Vernon Porter. These letters will be forwarded to Kathleen M. O’Donnell, Esquire of Kopelman and Paige, P.C. to be filed with the Barnstable County of Deeds.

The Board “Thanked” Mr. Porter for his services, and Mr. Porter left the meeting at 8:45 a.m.

**NEW BUSINESS:**

Mr. Gavin reviewed the FY10 Assessment / Classification Reports and Procedures as follows:

1. LA4 – Assessment/Classification Report
2. Tax Rate Recapitulation
3. LA13 – Tax Rate Levy Growth
4. LA15 – Interim Year Adjustment Report
5. Ratio Analysis Summary
6. LA9-12 - Section 4 Report

Mr. Gavin will publish the FY10 Proposed Property Values on our town Website, at the Council on Aging, at the Town Library, and in the Assessors Office for viewing by the public. The scheduled for this is Monday, April 5<sup>th</sup>, 2010 at this time.

Mr. Gavin mentioned that we are hoping to set the FY10 Tax Rate after the Special Town Meeting.

Mr. Gavin will notify Board Members when electronic signatures are due on Recap Reports.

Articles for Special Town Meeting – There are no Board recommendations for the Articles on FY10 Special Town Meeting.

**MISCELLANEOUS:**

1. Mr. Gavin provided the Board members with the following documents for signatures as follows:

- a. FY1994 – Uncollectable Motor Vehicle Excise Taxes.
- b. FY1995 – Uncollectable Motor Vehicle Excise Taxes.
- c. FY07 – MV Abatements
- d. FY07 – Boat Abatements
- e. FY08 – MV Abatements
- f. FY08 – Boat Abatements
- g. FY09 - MV Abatements
- h. FY09 – Boat Abatements
- i. FY09 – MV Excise Tax Commitments
- j. FY09 – Boat Excise Tax Commitments
- k. FY10 – MV Abatements
- l. FY10 - Boat Abatements

- m. FY10 – MV Excise Tax Commitments
- n. FY10 – Boat Excise Tax Commitments

**GENERAL UPDATE FROM PAUL GAVIN, PRINCIPAL ASSESSOR:**

Mr. Gavin mentioned that he is currently gathering information for the open ATB Cases.

**NEXT BOA MEETING:**

The next BOA meeting(s) are scheduled as follows:

TBD

**ADJOURNMENT:**

There, being no further business to come before the Board at the time, Mr. Sanborn motioned to adjourn the meeting, seconded by Mr. Gavin. The meeting was adjourned at 9:50 a.m.

Respectfully submitted:

*Cheryl A. MacKenzie*

Cheryl A. MacKenzie,  
Assessors' Office Clerk

*Paul M Gavin*

---

Paul M Gavin, Principal Assessor