



TOWN OF PROVINCETOWN
DEPARTMENT OF MUNICIPAL FINANCE - ASSESSORS' OFFICE

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Minutes of the
BOARD OF ASSESSORS PUBLIC HEARING/MEETING
Town Hall, Tuesday, December 6, 2011
Caucus Hall Conference Room
260 Commercial Street

CALL TO ORDER: Mr. Gavin called the meeting to order at 8:40 a.m.

MEMBERS PRESENT: Ms. Patty DeLuca (Chair)
Mr. Paul Gavin
Mr. Robert Sanborn
Mr. Greg Muse

MEMBERS ABSENT: Ms. Leslie Parsons

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

PUBLIC HEARING – REVISING ASSESSORS FEE SCHEDULE:

Mr. Gavin opened the meeting to the Public at 8:43 a.m.. No public in attendance.
Mr. Gavin noted that one letter was received by a property owner who was opposed to the revised changes, and presented to the board for discussion.
The board members signed the recommendation letter to be presented to the Board of Selectman on Monday, December 12th with fee recommendation schedule attached. Mr. Muse motioned to forward letter to BOS, and Mr. Sanborn seconded the motion, and the motion carried by a 4-0-0 vote.
Mr. Gavin closed the Public Hearing at 9:01 a.m..

PREVIOUS MINUTES:

Mr. Sanborn made a motion to accept the BOA Minutes of November 8, 2011. Mr. Muse seconded the motion, and the motion carried by a 4-0-0 vote.

PUBLIC STATEMENTS:

None

There was no business that needed to go into Executive Session for this meeting, therefore, it was bypassed.

FY12 – TAX CLASSIFICATION – TAX RATE FOLLOW-UP

Mr. Gavin noted that the board members have the following FY12 reports available online for signing in order to set the FY12 Tax Rate:

- A2- Enterprise Funds Form – Wastewater
- A2- Enterprise Funds Form – Water
- A3- Revolving Funds Form
- A4- CPF Form
- Levy Limit
- Tax Recap Form

These reports will be forwarded to DOR today.

We hope to have the tax rate approved by the end of the year.

GENERAL UPDATE FROM PAUL GAVIN, PRINCIPAL ASSESSOR:

Mr. Gavin noted that the Public/BOS meeting scheduled for December 12, 2011 should be the last meeting scheduled in CY 2011.

MISCELLANEOUS:

1. Mr. Gavin and the board members congratulated Ms. Patty DeLuca on her re-election for chairperson for CY2012.
2. Mr. Gavin had board members sign approval forms to use “Signature Stamps” for their signatures for upcoming CY 2012.
3. Mr. Gavin had board members sign the “Withdrawal Affidavit for the Appellate Tax Board”, Docket No: 285697, Fiscal Year 2007 with New Cingular Wireless as per the agreement in July of 2011 between the Provincetown Board of Assessors & New Cingular Wireless.
4. Ms. Mackenzie provided the Board members with the following documents for signatures as follows:
 1. FY11 – MV Excise Tax Commitment Report
 2. FY10 – MV Abatements Report
 3. FY11 – MV Abatements Report
 4. FY09 – BT Excise Tax Commitment Report
 5. FY10 – BT Excise Tax Commitment Report
 6. FY11 – BT Excise Tax Commitment Report
 7. FY11 – BT Abatements Report

NEXT BOA MEETING:

Monday, December 12, 2011 at 6:00 p.m. in the Judge Welsh Room.

ADJOURNMENT:

Ms. DeLuca motioned to adjourn the meeting, seconded by Mr. Gavin. The meeting was adjourned at 9:23 a.m.

Respectfully submitted:

Cheryl A. MacKenzie

Cheryl A. MacKenzie,
Assessors' Office Clerk

Paul M Gavin

Paul M Gavin, Principal Assessor