

TOWN OF PROVINCETOWN
 DEPARTMENT OF MUNICIPAL FINANCE - ASSESSORS' OFFICE
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**Minutes of the
 BOARD OF ASSESSORS MEETING
 Town Hall, Tuesday, June 06, 2006
 Meeting Room "A"**

CALL TO ORDER: Ms. Pam Parmakian (Chair) called the meeting to order at 9:02 a.m.

MEMBERS PRESENT: Ms. Pam Parmakian (Chair)
 Mr. Greg Muse
 Mr. Paul Gavin

MEMBERS ABSENT: Ms. Patty DeLuca
 Ms. Leslie Parsons

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

PREVIOUS MINUTES:

Mr. Muse made a motion to accept the BOA Minutes of February 24, 2006. Mr. Gavin seconded the motion, and the motion carried by a 3-0 vote.

PUBLIC STATEMENTS:

There were no members of the public in attendance.

NEW BUSINESS:

Classification Hearing Preparation

The Board of Selectmen is required by law annually to hold a public hearing for the purpose of deciding whether and how the tax burden will be shared. The Tax Rate Classification Hearing for fiscal year 2006 will be held on Monday, June 12, 2006. The three questions the Selectmen must decide are whether to adopt (1) a split tax rate, (2) a residential exemption, and (3) a small commercial exemption. While the decision rests with the Selectmen, they rely heavily on information provided by this office, including a recommendation on these issues from the Board of Assessors.

The following motions were a result of our discussion:

- 1) Split tax rate – Mr. Gavin made a motion to NOT recommend the split of tax rate. Mr. Muse seconded the motion, and the motion carried a 3-0 vote.
- 2) Residential exemption – Mr. Muse made a motion to NOT recommend the residential exemption. Mr. Gavin seconded the motion, and the motion carried a 3-0 vote.
- 3) Small commercial exemption – Mr. Muse made a motion to NOT recommend the small commercial exemption. Mr. Gavin seconded the motion, and the motion carried a 3-0 vote.

Abatement Processing

It was recommended by the Board for a new procedure to be established for abatement processing on second homeowners personal property. The recommendation is that the property owner must include 3rd party

verification along with “Form of List” of property being claimed in order to be granted an abatement.

MISCELLANEOUS:

BOA Contact List

The Board was presented with a copy of the BOA Contact List and were asked to update any email addresses, phone numbers, and the best way to be contacted. Updates will be forwarded to Ms. MacKenzie for redistribution once all corrections have been made.

Appreciation Letter for previous Assessors’ Office Clerk – Karl Shipman

The BOA made a decision to send a Thank You note of appreciation to Karl Shipman for his services to the Assessors’ Office and Board of Assessors.

Assessors’ Office Clerk Assignment -- Notification

Ms. Parmakian officially welcomed Ms. MacKenzie to her new position, which was effective April 10th

General Update from Principal Assessor

Principal Assessor Gavin updated the Board on the progress of the Re-Evaluation. The Department of Revenue is still evaluating at this time. We are hoping for a pre-certification soon. Once we get approval for pre-certification, announcement will be advertised in newspaper, and notices will be mailed to property owners living beyond Eastham stating that values will be accessible on the town of Provincetown’s Website.

Assessors (PK) database updates - The database has been updated to now include 4 models as follows: (1) Residential, (2) Commercial, (3) Condominium, (4) Commercial Condominium. Also any homes built prior to 1900 will be classified as “Antique”.

NEXT BOA MEETING:

The next meeting of the Board of Assessors is to be announced.

ADJOURNMENT:

There being no further business to come before the Board at the time, Mr. Muse motioned to adjourn the meeting, seconded by Mr. Galvin. The meeting was adjourned at 10:00 a.m.

Respectfully submitted:
Cheryl A. MacKenzie,
Assessors’ Office Clerk