



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, Tuesday, August 13, 2013
Caucus Hall Conference Room
260 Commercial Street

CALL TO ORDER: Ms. DeLuca called the meeting to order at 8:34 a.m.

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

MEMBERS ABSENT: Mr. Greg Muse

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

PREVIOUS MINUTES:

Mr. Sanborn made a motion to accept the BOA Minutes of July 16, 2013. Mr. Gavin seconded the motion, and the motion carried by a 3-0 vote.

PUBLIC STATEMENTS:

None

Mr. Gavin motioned that we call the meeting into Executive Session, and Ms. DeLuca seconded the motion. The motion was carried by a vote of 3-0-0.

Mr. Gavin called the meeting into Executive Session per the Massachusetts General Law 30A – Section 21@ 8:35 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

- **FY13 EXEMPTIONS**
- **FY13 AFFORDABLE HOUSING**

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. Gavin motioned that we end Executive Session, and Mr. Sanborn seconded the motion. The motion was carried by a vote of 3-0-0.

Mr. Gavin officially ended Executive Session at 8:40 a.m.

FY13 EXEMPTIONS/ABATEMENTS:

Exemptions

The Board reviewed the Fourth list of FY13 exemptions to date. Four (4) applications were reviewed with the following actions:

Clause 41C - Elderly Persons – One (1) application was considered for this period. All applicants meet the current requirements. The motion carried 3-0-0.

Community Preservation Act - Two (2) applications were considered for this period. All applicants meet the current requirements. The motion carried 3-0-0.

Clause 22 - Veterans – None

Clause 37A – Blind Persons – One (1) application was considered for this period. All applicants meet the current requirements. The motion carried 3-0-0.

Clause 17D-Surviving Spouse/Elderly – None

41A Deferrals – None

FY13 AFFORDABLE HOUSING ABATEMENTS:

Affordable Housing

The Board reviewed the Second list of FY13 Affordable Housing Applications to date as follows:

One (1) property (90 Shank Painter Rd) consisting of Fifty-Five (50) Units were reviewed. Thirty Seven (37) applicants meet the current requirements, and Thirteen (13) did not. The motion carried 3-0-0.

For FY13 Affordable Housing Abatements consisted of the following:

24 Properties – Totaling 92 Units

Ms. Parsons joined the meeting at 8:46 a.m.

BOA/BOS Joint Meeting Discussion:

Mr. Gavin discussed three (3) possible dates for the BOA/BOS Joint Meeting regarding Tax Classifications - Sept 9th, 16th, or possibly the 30th. Ms. Deluca suggested that we meet from mid to end of September if possible. Mr. Gavin will verify if the 30th is to be held, and will email all board members.

FY14 Overlay Account:

The Board voted 4-0 to set the FY14 Overlay Account at \$194,000 and forwarded notice to Finance Director Dan Hoort.

FY14-Barnstable County Commissioners Assessment

The following forms were signed by the Board of Assessor's and submitted to Treasurer Linda O'Brien for payment as follows:

1. Environmental Protection Fund Tax: \$97,438
 - a. Payment #1: \$48, 719 due November 1, 2013
 - b. Payment #2: \$48,710 due May 1. 2014
2. County Tax: \$93,154
 - a. Payment #1: \$46,577 due November 1, 2013
 - b. Payment #2: \$46,577 due May 1, 2014

GENERAL UPDATE FROM PAUL GAVIN, PRINCIPAL ASSESSOR:

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

1. FY13, 12, 11, 10, 09 – LA4 Assessment/Classification Report
2. FY13, 12, 11, 10, 09 – A2 Water Enterprise Funds Report
3. FY13, 12, 11, 10, 09 – A2Waste Water Enterprise Funds Report
4. FY13, 12, 11, 10, 09 – Tax Rate Recapitulation Report
5. FY13, 12, 11, 10, 09 – LA13-Tax Base Levy Growth Report
6. FY12, 11, 10 – Interim Year Adjustment Report
7. FY13, 12, 11, 10, 09 – A3 Revolving Funds Report

CHAIRMANSHIP FOR CALENDAR YEAR 2014

Mr. Gavin motioned that Mr. Bob Sanborn be voted in as CY14 Chairperson of the Board of Assessors. Ms. DeLuca seconded motion. The motion carried 4-0-0. The members thanked Ms. Patty DeLuca for her service as chairperson for the past 2 years, a job well done.

**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:

1. FY13 MV Abatements
2. FY13 MV Excise Tax Commitments
3. FY13 Boat Abatements
4. FY12 Boat Abatements
5. FY11 Boat Abatements

MISCELLANEOUS:

Mr. Gavin informed the board members that a new auditing firm, Sullivan, Rogers & Company, LLC has been in the process of auditing the town for Fy13.

FY14 assessed values and tax rate assessments are in progress.

NEXT BOA MEETING:

TBD

ADJOURNMENT:

Mr. Gavin motioned to adjourn the meeting, seconded by Mr. Sanborn. The meeting was adjourned at 9:25 a.m.

Respectfully submitted:

Cheryl A. MacKenzie

Cheryl A. MacKenzie,
Assessors' Office Clerk

Paul M Gavin

Paul M Gavin, Principal Assessor