



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

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Minutes of the  
BOARD OF ASSESSORS MEETING  
Town Hall, Tuesday, July 25, 2017  
Caucus Hall Conference Room  
260 Commercial Street

**CALL TO ORDER:** Mr. Sanborn called the meeting to order at 8:32 a.m.

**MEMBERS PRESENT:** Mr. Robert Sanborn (Chair)  
Mr. Scott Fahle  
Ms. Leslie Parsons  
Ms. Patty DeLuca

**MEMBERS ABSENT:** Mr. Greg Muse

**STAFF PRESENT:** Mr. Scott Fahle, Principal Assessor  
Ms. Cheryl MacKenzie, Administrative Assistant

**PREVIOUS MINUTES:**  
Mr. Fahle made a motion to accept the posted BOA Minutes of June 27, 2017 as amended.  
Ms. Parsons seconded the motion, and the motion carried by a 3-0-0 vote.

**PUBLIC STATEMENTS:**  
None

Mr. Sanborn motioned that we call the meeting into Executive Session, and Mr. Fahle seconded the motion. The motion was carried by a vote of 3-0-0.  
Mr. Sanborn called the Meeting into Executive Session per the Massachusetts General Law 30A – Section 21@ 8:34 AM.

Ms. Deluca joined the meeting at 8:35 a.m.

**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  
 MGL c 59, ss61A – Discovery Collected with Abatement Applications

**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. Sanborn motioned that we end Executive Session, and Mr. Fahle seconded the motion. The motion was carried by a vote of 4-0-0.

Mr. Sanborn officially ended Executive Session at 8:53 a.m.

**FY17 STATUTORY EXEMPTIONS/ABATEMENTS:**

**Exemptions**

The Board reviewed the Fourth and Final list of FY17 exemptions to date. Seven (7) applications were reviewed with the following actions:

**Clause 41C - Elderly Persons** – Two (2) applications were considered for this period. All applicants meet the current requirements. The motion carried 4-0-0.

**Community Preservation Act** - Four (4) applications were considered for this period. All applicants meet the current requirements. The motion carried 4-0-0.

**Clause 22 - Veterans** – None

**Clause 37A – Blind Persons** – None

**Clause 17D-Surviving Spouse/Elderly** – One (1) application was considered for this period. All applicants meet the current requirements. The motion carried 4-0-0.

**Clause 41A Deferrals** – None

**Section 5K – Senior Volunteer Work Credit** – None

**FY17 – AFFORDABLE HOUSING ABATEMENTS:**

**Affordable Housing**

The Board reviewed the Third and Final, list of FY17 Affordable Housing Applications as follows:

A total of Twenty-Seven (27) properties consisting of One-Hundred and Forty-Five (145) units were reviewed as follows:

Stable Path – One (1) property consisting of Twenty-Three (23) units were reviewed. Eight (8) units met the current requirements. Fifteen (15) did not qualify. The motion carried 4-0.

83 Shank Painter+ – One (1) property consisting of Fifteen (15) units were reviewed. Fourteen (14) units met the current requirements. One (1) did not qualify. The motion carried 4-0.

27A Conwell – One (1) property consisting of Five (5) units were reviewed. Four (4) units met the current requirements. One (1) did not qualify. The motion carried 4-0.

Old Ann Page Way – One (1) property consisting of Twenty (20) units were reviewed. Fifteen (15) units met the current requirements. Five (5) did not qualify. The motion carried 4-0.

90 Shank Painter – One (1) property consisting of Fifty (50) units were reviewed. Forty (40) units met the current requirements. Ten (10) did not qualify. The motion carried 4-0.

LCCDP – 58 Harry Kemp Way – One (1) property consisting of Four (4) units were reviewed. Four (4) units met the current requirements. The motion carried 4-0.

LCCDP – 27 Nelson Ave – One (1) property consisting of Two (2) units were reviewed. Two (2) units met the current requirements. The motion carried 4-0.

Mom & Pop- Twenty (20) properties consisting of Twenty-Six (26) units were reviewed. Twenty-Five units met the current requirements. One (1) did not qualify. The motion carried 4-0.

## **FY17 – RESIDENTIAL EXEMPTIONS**

### **Residential Exemptions/Abatements**

The Board reviewed the Fourth and Final list of FY17 Residential Exemptions to be processed as Abatements to date. Four (4) applications were reviewed with the following actions:

**Residential Exemptions/Abatements** –Four (4) applications were considered for this period. All applicants meet the current requirements. The motion carried 4-0-0.

## **ASSESSORS OFFICE UPDATES**

1. Mr. Fahle informed the Board members that he will be meeting with PK Consultant, Mr. Paul Kapinos next week for FY18 Property Valuation. Once finalized, Mr. Fahle will forward to the MA DOR.
2. Mr. Fahle informed the Board members that the Classification Hearing is scheduled with the Board of Selectman on August 28, 2017.
3. Mr. Fahle informed the Board members that the FY18 Actual Tax Billing Cycle changes have been started on Test Database. One issue is open with Munis Software at this time to calculate late fee date properly according to MA DOR regulations. More testing will continue.
4. Ms. MacKenzie informed the Board members that we are currently receiving applications for FY18 Residential Exemptions. Letters and applications were sent out to notify all new property owners as of January 1, 2017.
5. Ms MacKenzie also informed the Board members that letters were sent to all owners currently receiving Statutory Exemptions, and Affordable Housing Exemptions that the timeline for filing for these Exemptions will now be starting in October 2017, instead of April 2018 due to billing cycle changes.
6. Ms. MacKenzie informed the Board members that the Summer Inspectors were officially hired to the positions, and were sworn in last week, and work commenced.

**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: All were approved (4-0).

1. FY16 MV Abatements
2. FY17 MV Excise Tax Commitment
3. FY17 MV Abatements
4. FY17 Boat Abatements

**MISCELLANEOUS:**

None.

**NEXT BOA MEETING:**

Tuesday, August 22, 2017

**ADJOURNMENT:**

Mr. Sanborn motioned to adjourn the meeting, seconded by Mr. Fahle. The meeting was adjourned at 8:54 a.m.

Respectfully submitted:

*Scott Fahle*

Scott Fahle,  
Principal Assessor

*Scott Fable*

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**Scott Fable, Principal Assessor**