



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

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

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Minutes of the  
BOARD OF ASSESSORS MEETING  
Town Hall, Thursday, September 20, 2018  
Caucus Hall Conference Room  
260 Commercial Street

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

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

**MEMBERS ABSENT:** None

**STAFF PRESENT:** Mr. Scott Fahle, Principal Assessor  
Ms. Cheryl MacKenzie, Assessors Office Manager

**PREVIOUS MINUTES:**

Ms. DeLuca made a motion to accept the posted BOA Minutes of August 9, 2018 as written.  
Mr. Fahle seconded the motion, and the motion carried by a 4-0-0 vote.

**PUBLIC STATEMENTS:**

None

Ms. Parsons motioned that we call the meeting into Executive Session, and Mr. Fahle seconded the motion. The motion was carried by a vote of 4-0-0.

Ms. Parsons called the Meeting into Executive Session per the Massachusetts General Law 30A – Section 21@ 8:34 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  
 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

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

Ms. Parsons officially ended Executive Session at 9:00 a.m

**APPROVE AND SIGN FY2019 REAL ESTATE AND PERSONAL PROPERTY WARRANTS AND COMMITMENTS**

Ms. MacKenzie provided a copy of the FY19 Real Estate and Personal Property Warrants and Commitments to the Board for approval and signatures.

**FY19 – RESIDENTIAL EXEMPTIONS**

**Residential Exemptions/Abatements**

Ms. MacKenzie provided the Board with a list of new FY2019 Residential Exemptions to be processed in the October billing cycle. Five (5) applications were reviewed with the following actions:

**Residential Exemptions/Abatements** –Five (5) 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 that the Selectman raised the Residential Exemption percentage amount from 20% to 25% for FY2019. Mr. Fahle noted that due to the increase in residential exemption percentage, the property owners who can not take full advantage of the residential exemption went from twelve (12) to thirty-three (33).
2. Mr. Fahle informed the Board that the FY19 tax rates were set as follows:  
     Residential = \$7.06, Commercial, Industrial and Personal Property = \$6.75
3. Ms. MacKenzie informed the Board that the FY19 Actual Real Estate and Personal Property tax bills are being mailed September 28, 2019, and that she will also send out letters / forms to those owners who qualified for the Statutory Exemptions last year, to notify them that is time to file for FY2019.
4. Mr. Fahle notified the Board that one of the Harbor Hill Condominium properties was inadvertently inactivated, therefore, causing the Assessors' Office to create warrant,

commitment, and manual real estate tax bill to correct Omitted tax bill. The Board members approved and signed all documents.

**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. FY18 MV Excise Tax Commitments
2. FY18 MV Abatements
3. FY17 MV Abatements
4. FY16 MV Abatements

**MISCELLANEOUS:**

1. Mr. Fahle mentioned to the board that the new FY19 Extended Residential Exemption for property owners who have full time yearly rentals are now on Assessors Website, and owners can apply now thru April 1, 2019. Mr. Fahle is also scheduled to provide a presentation on PTV with information regarding the new Exemption.
2. Ms. MacKenzie has started the FY2019 Boat Excise processing.
3. Mr. Fahle will follow-up with management as how to provide and advertise notice that another position is still open on the Board of Assessors.
4. Mr. Fahle will also re-advertise for Inspectors position.

**NEXT BOA MEETING:**

TBD – Thursday, October 18<sup>th</sup> or Wednesday, October 17<sup>th</sup>.

**ADJOURNMENT:**

Mr. Sanborn motioned to adjourn the meeting, seconded by Ms. DeLuca. The meeting was adjourned at 9:01 a.m.

Respectfully submitted:

*Scott Fahle*

Scott Fahle,  
Principal Assessor

*Scott Fahle*

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**Scott Fahle, Principal Assessor**