



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

*260 Commercial Street, Provincetown, MA 02657*  
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Minutes of the  
BOARD OF ASSESSORS PUBLIC HEARING/MEETING  
Town Hall, Wednesday, March 21, 2012  
Caucus Hall Conference Room  
260 Commercial Street

**CALL TO ORDER: Ms. DeLuca called the meeting to order at 8:40 a.m.**

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

**MEMBERS ABSENT:** Mr. Robert Sanborn  
Mr. Greg Muse

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

**PREVIOUS MINUTES:**

Ms. DeLuca made a motion to accept the BOA Minutes of December 6, 2011. Ms. Parsons seconded the motion, and the motion carried by a 3-0-0 vote.

**PUBLIC STATEMENTS:**

None

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

**APRIL 2012 STM & ATM ARTICLE RECOMMENDATIONS**

Mr. Gavin went through all the Articles on both the STM and ATM Agendas.

The only Article that the Board made any recommendations for was Article 18 – GIS Flyover/Aerial Photographs on the ATM Agenda. The board *Recommends* in favor of Article 18, the motion carried by a 3-0-0 vote.

**GENERAL UPDATE FROM PAUL GAVIN, PRINCIPAL ASSESSOR:**

Mr. Gavin discussed the following:

1. Actual RE and PP Tax bills will be mailed out on April 2, 2012 and will be due on May 2, 2012.
2. Mr. Gavin will bring before the BOS meeting scheduled for March 26, 2012, the proposed motion to award a contract to PK Valuation Group for the Fiscal Years 2013-2015 Valuation Program.
3. All board members need to complete the online training program for State Ethics, and must review and sign the Conflict of Interest Document. All signed forms must be returned to the Town Clerks Office.
4. On January 31, 2012, the Assessors Office mailed out the Income and Expense forms to all commercial properties, with a due date of April 1<sup>st</sup> for filing. A second letter will be sent out for those property owners who have not responded to the first letter, stating that there will be a mandatory fine for those who do not reply.
5. On February 15, 2012, the Assessors Office mailed out the Form of List forms for personal property (inventory) to all commercial businesses, with a due date of April 1<sup>st</sup>.

**MISCELLANEOUS:**

1. Ms. DeLuca asked Mr. Gavin if there are any procedures in place for board members being confronted by taxpayers regarding recommendations that the board members have made. Mr. Gavin responded that the taxpayer should write a letter to the board of assessors, and it will be brought forward at the next available board meeting, where the taxpayer will be invited to attend.
2. Ms. DeLuca asked if there was any way to raise public awareness that the Town boards are run on a “volunteer” basis. Mr. Gavin will speak to Mr. Doug Johnstone (Town Clerk) regarding this.
3. Ms. MacKenzie provided the Board members with the following documents for signatures as follows:
  1. FY12 – Final Tax Commitment for Real Estate
  2. FY12 – Final Tax Commitment for Personal Property
  3. FY12 – MV Excise Tax Commitment Report
  4. FY12 – MV Abatements Report
  5. FY11 – MV Excise Tax Commitment Report
  6. FY11 – MV Abatements Report
  7. FY11 – BT Abatements Report
  8. FY10 – MV Abatements Report
9. Meeting Minutes from November 8, 2011.
10. Meeting Minutes from December 6, 2011.
4. Ms. MacKenzie mentioned that she will be sending out all forms and instructions for the Elderly Tax Exemptions for those taxpayers who received them last year on April 2<sup>nd</sup>.

**NEXT BOA MEETING:**  
TBD

**ADJOURNMENT:**

Ms. DeLuca motioned to adjourn the meeting, seconded by Ms. Parsons. The meeting was adjourned at 9:11 a.m.

Respectfully submitted:

*Cheryl A. MacKenzie*

Cheryl A. MacKenzie,  
Assessors' Office Clerk

*Paul M Gavin*

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**Paul M Gavin, Principal Assessor**