



**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, Wednesday, March 27, 2013  
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. Parsons made a motion to accept the BOA Minutes of November 16, 2012. Mr. Gavin seconded the motion, and the motion carried by a 3-0 vote.

**PUBLIC STATEMENTS:**

None

No Executive Session necessary.

**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

**APRIL 2013 – SPECIAL TOWN MEETING ARTICLE RECOMMENDATIONS****1. STM-Article 7. *Discontinuance of Portion of Collyer Street.***

Mr. Gavin motioned to recommend STM-Article 7 as written in the warrant. Ms. Deluca seconded motion, and motion carried by a 3-0 vote.

**2. STM-Article 8. *Acquisition and Conveyance of a Parcel of Land.***

Mr. Gavin motioned to recommend STM-Article 8 as written in the warrant. Ms. Deluca seconded motion, and motion carried by a 3-0 vote.

**APRIL 2013 – ANNUAL TOWN MEETING ARTICLE RECOMMENDATIONS**

There is no recommendation from the Board of Assessors for any Articles on the 2013 April Annual Town Meeting agenda.

**GENERAL UPDATE FROM PAUL GAVIN, PRINCIPAL ASSESSOR:****FY13 TAX RATE:**

Mr. Gavin provided the Board members with a copy of the following to be signed:

FY13 – LA4 Assessment/Classification Report

FY13 – LA13 – Tax Base Levy Growth Report

FY13 - Tax Rate Recapitulation Report

**FY13 FINAL (ACTUAL) TAX BILL UPDATE:**

1. The FY13 tax rate is \$7.34.
2. The FY13 Final (Actual) real property and personal property tax bills are being mailed on April 1, 2013, and will be due on May 1, 2013.
3. The period for filing real property and personal property tax abatements start on April 1, 2013 and end on May 1, 2013.
4. The period for filing Elderly Exemptions start on April 1, 2013 and end on July 1, 2013 including Affordable Housing Rental Exemptions.

**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 – Final Real Estate Tax Commitment
2. FY13 – Final Real Estate Tax Warrants
3. FY13 – Final Personal Property Tax Commitment
4. FY13 – Final Personal Property Tax Warrants
5. FY13 MV Excise Tax Commitments

6. FY13 Boat Excise Tax Commitments
7. FY12 MV Excise Tax Commitments
8. FY11 MV Abatements
9. FY12 MV Abatements
10. FY13 MV Abatements
11. FY10 Boat Abatements
12. FY11 Boat Abatements
13. FY12 Boat Abatements
14. FY13 Boat Abatements

**MISCELLANEOUS:**

1. Mr. Gavin received the list of qualified recipients for the FY13 Senior 5K Work program from the Council on Aging, and provided the list to the board members for signatures.
2. Mr. Gavin provide the board members with the document for the Pilot Program for the Provincetown Housing Authority payment to the Town of Provincetown (in lieu of taxes) for signatures.
3. Mr. Gavin will be attending ATB (Appellate Tax board) hearing on April 22, 2013 regarding FY12 ATB case filed regarding 3 Webster Place, Provincetown.

**NEXT BOA MEETING:**

TBD

**ADJOURNMENT:**

Ms. DeLuca motioned to adjourn the meeting, seconded by Ms. Parsons. The meeting was adjourned at 9:35 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**