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BOARD OF REVIEW  
Wednesday, November 1, 2023  
5:00 p.m. to adjournment.

Agenda

1. Call to order.
2. Roll call.
3. Verification of public notices.
4. Select a Chairperson and Vice-Chairperson for Board of Review.
5. Verify that at least one member has met the mandatory training requirements.
6. Verify that the town has an ordinance for confidentiality of income and expense information provided to Assessor under Wis. Stats. 70.47(7)(af).
7. Adoption of policy regarding the procedure for sworn telephone testimony, sworn written testimony and waiver of Board of Review hearing requests.
8. Filing and summary of Annual Assessment Report by Assessor's Office.
9. Receipt of the Assessment Roll by Clerk from the Assessor.
10. Receive the Assessment Roll and sworn statements from the Clerk.
11. Review the Assessment Roll and perform statutory duties:
  - (a) Examine the roll;
  - (b) Correct description or calculation errors;
  - (c) Add omitted property; and
  - (d) Eliminate double assessed property.
12. Discussion/Action – certify all corrections of error under Wis. Stats. 70.43.
13. Discussion/Action – Verify with the assessor that open book changes are included in the Assessment Roll.
14. Allow taxpayers to examine assessment data.
15. Consideration of:
  - (a) Waivers of the required 48-hour notice of intent to file an objection when there is good cause;
  - (b) Requests for waiver of the BOR hearing allowing the property owner an appeal directly to the Circuit Court;
  - (c) Requests to testify by telephone or submit sworn written statement;
  - (d) Subpoena requests; and
  - (e) Act on any other legally allowed/required Board of Review matters.
16. Review Notices of Intent to File Objection.
17. Proceed to hear objections if property notice/waivers provided unless scheduled for another date.
18. Consider/act on scheduling additional Board of Review date(s).
19. Adjourn (to future date if necessary).

Dated this 30th day of October, 2023  
Taffy Buchanan, Town Clerk