

TOWN OF ADAMS

Board of Review

Tuesday, May 14, 2024

Agenda

Board of Review – 5:00pm

1. Call Board of Review (BOR) to order.
2. Roll Call.
3. Confirmation of appropriate BOR and Open Meetings notices.
4. Select a Chairperson for BOR.
5. Select a BOR Vice-Chairperson.
6. Verify that at least one BOR member has met the annual mandatory training requirements.
7. Receipt of the assessment roll by the Clerk from the Assessor.
8. Receive the Assessment Roll and sworn statements from the Clerk.
9. Adoption of policy regarding the procedure for sworn telephone testimony and sworn written testimony.
10. 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.
11. Discussion/Action - Certify all corrections of error under state law (Wis. Stat. § 70.43).
12. Discussion/Action - Verify with the Assessor that open book changes are included in the assessment roll.
13. Allow taxpayers to examine assessment data.
14. During the first two hours, 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 a sworn written statement,
 - d. Subpoena requests, and
 - e. Act on any other legally allowed or required BOR matters.
15. Review Notices of Intent to File Objection.
16. Proceed to hear objections, if any, and if proper notice/waivers given, unless scheduled for another date.
17. Consider/act on scheduling additional BOR Date(s).
18. Adjourn