

**TOWN OF PRIMROSE
BOARD OF REVIEW
Agenda
Tuesday, June 22, 2021**

THIS MEETING WILL BE HELD BY TELECONFERENCE.
Dial (978)990-5000 access code 489616 to join the call.
Please use *6 to mute your phone, *6 again to unmute during the call.

1. Call Board of Review to Order.
2. Roll Call
3. Conformation of appropriate Board of Review and Open Meetings notices.
4. Selection of a Chairperson for Board of Review.
5. Selection of a Vice-Chairperson for Board of Review.
6. Verify that a member has met the mandatory training requirements.
7. Verify that the Town has an ordinance for the confidentiality of income and expense information provided to the assessor under state law (sec.70.47(7)(af)).
8. Review of new laws.
9. Adoption of policy regarding the procedure for sworn telephone testimony and sworn written testimony.
10. Adoption of policy regarding the procedure for waiver of Board of Review hearing requests.
11. Filing and summary of Annual Assessment Report by Assessor's Office.
12. Receipt of the Assessment Roll by clerk from the Assessor.
13. Receive the Assessment roll and sworn statements from the clerk.
14. Review the Assessment Roll and perform Statutory Duties:
 - a. Examine the roll,
 - b. Correct description or calculation errors
 - c. Add omitted property
 - d. Eliminate double assessed property
15. Discussion /Action – Certify all correction of error under state law (sec.70.43).
16. Discussion / Action – Verify with the assessor that open book changes are included in the assessment roll.
17. Allow taxpayers to examine assessment data.
18. During the first two hours, consideration of:

Open Meetings Notice: If this meeting is attended by one or more members of a Township governmental body who are not members of the body identified in this notice, their attendance may create a quorum under Wisconsin Open Meetings Law; However, no formal action will be taken by any governmental body at the above stated meeting other than the body identified in this meeting notice.

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- a. Waivers of the required 48-hour notice of intent to file and objection when there is good cause.
 - b. Requests for waiver of the BOR hearing allowing the property owner an appeal directly to circuit court
 - c. Requests to testify by telephone or submit sworn written statement
 - d. Subpoena requests
 - e. Action on any other legally allowed/required Board of Review matters.
19. Review Notices of Intent to File Objection.
20. Proceed to hear objections, if any and if proper notice/waivers given unless scheduled for another date.
21. Consider/act on scheduling additional Board of Review Date.
22. Adjournment.

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