

**TOWN OF PRIMROSE  
BOARD OF REVIEW  
Minutes  
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 at 5:20 pm.
2. Roll Call:  
Paul Reynebeau, Dale Judd, Martha Gibson, Alex Elkins, Ruth Hansen.
3. Conformation of appropriate Board of Review and Open Meetings notices.  
Ruth reported that Open Book notice was posted May 27th. The Board of Review notice posted in full on June 3<sup>rd</sup> and June 17<sup>th</sup>, 2021. It was posted on the website May 27<sup>th</sup>.
4. Selection of a Chairperson for Board of Review.  
Martha nominated Dale Judd. Alex seconded. Motion passed 3-0.
5. Selection of a Vice-Chairperson for Board of Review.  
Dale nominated Martha as Vice-Chair. Alex seconded. Motion passed 3-0.
6. Verify that a member has met the mandatory training requirements.  
Dale had training on February 16, 2018. Ruth trained in June, 2019.
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).  
Ordinance put into place 2014.
8. Review of new laws.  
None.
9. Adoption of policy regarding the procedure for sworn telephone testimony and sworn written testimony.  
Martha moved to approve testimony by phone. Dale seconded. Motion passed 3-0.
10. Adoption of policy regarding the procedure for waiver of Board of Review hearing requests.  
As no objectors had filed a request, the Board agreed to keep the line open until 7pm and schedule to reconvene to allow Assessor time to review material.
11. Filing and summary of Annual Assessment Report by Assessor's Office.  
Paul reported that it has been completed.

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12. Receipt of the Assessment Roll by clerk from the Assessor.

The clerk reported that she had not received paper copy, but the digital roll was received and reviewed.

13. Receive the Assessment roll and sworn statements from the clerk.

The assessor stated that they have been received.

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).

In process.

16. Discussion / Action – Verify with the assessor that open book changes are included in the assessment roll.

They are included.

17. Allow taxpayers to examine assessment data.

18. During the first two hours, consideration of :

- 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.

None were submitted.

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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.  
None required.
22. Board of Review recessed at 5:35,  
Reconvened at 6:55pm. Adjournment at 7pm. Martha moved to adjourn. Alex seconded. Motion passed 3-0.

Minutes submitted by Ruth Hansen  
Town Clerk  
Town of Primrose, Dane County

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