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**Town of Doty**

**Board of Review**

**Wednesday, June 28th, 2023**

6:00 pm – Doty Town Hall

14899 County Road T, Mountain, WI 54149

* Call Board of Review (BOR) to order
* Roll call
* Confirmation of appropriate BOR and Open Meetings notices
* Select a Chairperson for the BOR
* Select a BOR Vice-Chairperson
* Verify that a member has met the mandatory training requirements
* 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)
* Review of new laws
* Adoption of policy regarding the procedure for sworn telephone testimony and sworn written testimony
* Adoption of policy regarding the procedure for waiver of Board of Review hearing requests
* Filing and summary of Annual Assessment Report by Assessor’s office
* Receipt of the Assessment Roll by clerk from the Assessor
* Receive the Assessment roll and sworn statements from the clerk
* Review the Assessment Roll and Perform Statutory Duties:
	+ Examine the roll
	+ Correct description or calculation errors
	+ Add omitted property, and
	+ Eliminate double assessed property
* Discussion/Action – Certify all corrections of error under state law (Wis.Stats. §70.43)
* Discussion/Action – Verify with the assessor that open book changes are included in the assessment roll
* Allow taxpayers to examine assessment data
* During the first two hours, consideraton of:
	+ Waivers of the required 48-hour notice of intent to file an objection when there is good cause
	+ Requests for BOR hearing waiver to allow the property owner an appeal directly to circuit court
	+ Requests to testify by telephone or submit sworn written statement
	+ Subpoena requests, and
	+ Act on any other legally allowed/required Board of Review matters
* Review Notices of Intent to File Objection
* Proceed to hear objections, if any and if proper notice/waivers given unless scheduled for another date
	+ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	+ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Consider/act on scheduling additional BOR date(s)
* Adjournment (to future date if necessary)

Cheryl Field, Town Clerk/Treasurer

Posted on May 23rd, 2023

Also, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. If a person with a disability requires that the meeting be accessible or that materials at the meeting be in an accessible format, please call Cheryl at the clerk’s office at 715-276-7554, at least 48 hours in advance.