

TOWN OF WESTPORT
BOARD OF REVIEW
Kennedy Administration Building
Community Meeting Room
5387 Mary Lake Road
Town of Westport, Wisconsin

AGENDA - Monday, June 7, 2021 5:00 pm.

It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above-stated meeting to gather information. No action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice.

1. Call Board of Review (BOR) to order
2. Roll Call
3. Confirmation of appropriate BOR and Open Meetings Notice
4. Select a Chairperson for BOR
5. Select a BOR Vice-Chairperson
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. None this year, but future effectiveness, more changes in future
9. Adoption of policy regarding the procedure for sworn telephone and sworn written testimony
10. Adoption of policy regarding the procedure for waiver of Board of Review hearing requests. DOR, waive classification claims (not value)
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 corrections of error under state law (Wis. Stats. §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:
 - a. Waivers of the required 48-hour notice of intent to file an objection when there is good cause
 - b. Requests for BOR hearing waiver to allow the property owner an appeal directly to circuit court
 - c. Requests to testify by telephone or submit sworn written statement
 - d. Subpoena requests
 - e. Act 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 BOR Date(s)
22. Adjourn to a future date or *sine die*

If you need reasonable accommodations to access these meetings, please contact the clerk's office at 849-4372 at least three business days in advance so arrangements can be made to accommodate the request.