

**TOWN OF BARNES  
BOARD OF REVIEW  
Saturday – May 20, 2017  
8:00 AM in the Barnes Town Hall**

**Agenda**

- 1) Call the Board of Review to order.
- 2) Roll call to establish a quorum.
- 3) Confirmation of appropriate Board of Review and Open Meetings notices.
- 4) Select a Chairperson for Board of Review.
- 5) Select 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) Adoption of policy regarding the procedure for sworn telephone testimony and sworn written testimony.
- 9) Adoption of policy regarding the procedure for waiver of Board of Review hearing requests.
- 10) Filing and summary of Annual Assessment Report by Assessor's Office.
- 11) Receipt of the Assessment Roll by clerk from the Assessor.
- 12) Receive the Assessment Roll and sworn statements from the clerk.
- 13) Review the Assessment Roll and Perform Statutory Duties:
  - Examine the roll,
  - Correct description or calculation errors,
  - Add omitted property, and
  - Eliminate double assessed property.
- 14) Discussion/Action – Certify all corrections of error under state law (sec. 70.43, Wis. Stats.).
- 15) Discussion/Action – Verify with the assessor that open book changes are included in the assessment roll.
- 16) Allow taxpayers to examine assessment data.
- 17) During the first two hours, consideration of:
  - Waivers of the required 48-hour notice of intent to file an objection when there is good cause,
  - Requests for waiver of the BOR hearing allowing 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.
- 18) Review Notice of Intent to File Objection.
- 19) Proceed to hear objections, if any and if proper notice/waivers given unless scheduled for another date.
- 20) Consider/act on scheduling additional Board of Review Date(s).
- 21) Adjourn (to future date if necessary)

### **NOTICE**

***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.***

***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, CALL THE BARNES CLERK'S OFFICE AT LEAST 48 HOURS IN ADVANCE TO REQUEST ADEQUATE ACCOMMODATIONS.***

Submitted by: Judy Bourassa, Clerk-Treasurer  
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