**Town of Germantown**

**BOARD OF REVIEW**

**Thursday, November 17, 2022**

**5:00 p.m. (must be in session a minimum of 2 hours)**

**Town of Germantown Town Hall**

**N7560 17th Avenue**

**New Lisbon, WI 53950**

AGENDA:

1. Call Board of Review to order
2. Roll call of those in attendance.
3. Confirmation of appropriate Board of Review and Open Meetings notices.
4. Selection of Chairperson and Vice Chairperson for Board of Review.
5. Verify that a member has met the mandatory training requirements.
6. 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))
7. Review new laws.
8. Filing and summary of Annual Assessment Report by Assessor’s Office.
9. Receipt of the Assessment Roll by clerk from the Assessor
10. Receive the Assessment roll and sworn statements from the Clerk.
11. Review the Assessment Roll and Perform Statutory duties:

 Examine the roll,

 Correct description or calculation errors,

 Add omitted property, and

 Eliminate double assessed property.

1. Discussion/Action – Certify all corrections of error under state law (sec. 70.43, Wis. Stats.).
2. Discussion/Action – Verify with the assessor that open book changes are included in the assessment roll.
3. Allow taxpayers to examine assessment data.
4. 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 to testify by telephone or submit sworn written statement,
* Subpoena requests, and
* Act on any other legally allowed/required Board of Review matters.
1. Review Notices of Intent to File Objection.
2. Proceed to hear objections, if any and if proper notice/waivers given unless scheduled for another date.
3. Consider/act on scheduling additional Board of Review Date(s).
4. Adjourn (to future date if necessary).