

Agenda
Town of New Hope
Board of Review
May 19, 2025 4:00 PM – 6:00 PM
North New Hope Church, 845 County Road T North, Amherst Junction

1. Call Board of Review to order
2. Roll Call
3. Confirmation of appropriate Board of Review and Open Meeting notices (and Form BOR-C Open Book and Board of Review Calendar posted on DOR)
4. Select Chairperson for Board of Review
5. Select Vice-Chairperson for Board of Review
6. Verify that at least one member has met the mandatory training requirements in the calendar year. (PA107 Board of Review Member Training Affidavit submitted to DOR)
7. Approval of Minutes of Thursday, May 23, 2024
8. 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))
9. Review of new laws
10. Adoption of policy regarding the procedure for sworn telephone testimony and sworn written testimony
11. Adoption of policy regarding the procedure for waiver of Board of Review hearing request
12. Filing and summary of the Annual Assessment Report by Assessor's Office (MAR)
13. Receipt of the Assessment Roll by Clerk from Assessor
14. Receive the Assessment Roll and sworn statements from the Clerk
15. 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
16. Discussion/Action – Certify all corrections of error under state law (sec.70.43, Wis.Stats.)
17. Discussion/Action – Verify with the Assessor that open book changes are included in the assessment roll
18. Allow taxpayers to examine assessment data
19. 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 waiver of the BOR hearing allowing the property owner an appeal directly to the 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
20. Review Notices of Intent to File Objection
21. Proceed to hear objections, if any and if proper notice/waivers given unless scheduled for another date
22. Consider/act on scheduling additional Board of Review Date(s)
23. Adjourn (to future date if necessary)

_____(signature)

Town Clerk Pat Zellmer
Town of New Hope, Portage County WI
Posted: 03/29/2025