

TOWN OF WRIGHTSTOWN BOARD OF REVIEW

Wednesday, May 24, 2023

6:00 – 8:00 p.m.

Town of Wrightstown, Town Hall, 1527 Day Street, Greenleaf, WI 54126

- 1) Call Board of Review to order
 - 2) Roll Call
 - 3) Select a Chairperson for the Board of Review.
 - 4) Review and confirm Board of Review, Open Book and Open Meeting notices were posted.
 - 5) Verify that one member of the Board of Review has met the annual mandatory training requirements.
 - 6) Filing and summary of Annual Assessment Report by Assessor's Office. Receipt of same by Clerk
 - 7) Review the Assessment Roll and perform statutory duties:
 - a) Examination of Assessment roll by Board
 - b) Any corrections on descriptions or calculation errors
 - c) Add omitted property
 - d) Eliminate double assessment property
 - 8) Discussion and action to certify any necessary corrections under Wis.Stat 70.43.
 - 9) Discussion and action to verify with the Assessor that open book changes are included in the assessment roll.
 - 10) Review and discuss waivers of the required 48 hour notice of intent to file objections, allowance of telephone testimony, and allowance of direct appeals to circuit court.
 - 11) Review Notices of Intent to File Objections
 - 12) BOR proceeds to hearing objections, if any; and proper notice/waivers given, unless rescheduled.
 - 13) Consider and act on scheduling additional Board of Review dates – if necessary
 - 14) Adjourn
- Notice posted on May 22, 2023.
Donna Martzahl
Town Clerk

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 Town of Wrightstown Clerk at 920-532-0607 to request accommodations