

TOWN OF MILFORD
Board of Review
Thursday, June 6, 2024
5:00 pm (must be in session a minimum of 2 hours)
Milford Town Hall

Agenda:

1. Call Board of Review to order.
2. Roll Call.
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 an Ordinance for the Confidentiality of Income and Expense Information is provided to the Assessor under state law.
8. Filing and summary of Annual Assessment Report (including the level of assessment) by Assessor.
9. Receipt of the Assessment roll from the Assessor.
10. 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
11. Discussion/Action – Certify all corrections of error under state law (sec 70.43, Wis. Stats).
12. Discussion/Action – Verify with the assessor that open book changes are included in the assessment roll.
13. Allow taxpayers to examine assessment data.
14. 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 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
15. Review Notices of Intent to File Objections
16. Proceed to hear objections, if any, and if proper notice/waivers given unless scheduled for another date.
17. Consider/act on scheduling additional Board of Review Date(s).
18. Adjourn.

Karen Schadt, Town Clerk
Town of Milford

Notice: 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 clerk's office (920-285-2180) at least 48 hours in advance to request adequate accommodations.