1. **Call to order**
2. **Roll Call**
3. **Confirmation of appropriate Board of Review and Open Meetings notices.**
4. **Verify that a member has met the mandatory training requirements.**
5. **Verify Town Ordinance 3-3-9, Confidentiality of income and expense information projected to the assessor under state law Sec. 70.47(7)(af).**
6. **Review of new laws.**
7. **Verify adoption of policy regarding the procedure for sworn telephone testimony and sworn written testimony.**
8. **Verify adoption of policy regarding the procedure for waiver of Board of Review hearing requests.**
9. **Filing and summary of Annual Assessment Report by Assessor’s Office.**
10. **Receipt of the Assessment Roll by Clerk from the Assessor.**
11. **Receive the Assessment roll and sworn statements from the clerk.**
12. **Review the Assessment Roll and Perform Statutory Duties:**
	1. **Examine the roll,**
	2. **Correct description or calculation errors,**
	3. **Add omitted property, and**
	4. **Eliminate double assessed property.**
13. **Discussion/Action - Certify all corrections of error under state law (sec.70.43, Wis. Stats.)**
14. **Discussion/Action-Verify with the assessor that open book changes are included in the assessment roll.**
15. **Allow taxpayers to examine assessment data.**
16. **During the first two hours, consideration of:**
	1. **Waivers of the required 48-hour notice of intent to file an objection when there is good cause.**
	2. **Requests for waiver of the BOR hearing allowing the property owner an appeal directly to circuit court,**
	3. **Requests to testify by telephone or submit sworn written statement.**
	4. **Subpoena requests, and**
	5. **Act on any other legally allowed/required Board of Review matters.**
17. **Review Notices of Intent to File Objection.**
18. **Proceed to hear objections, if any and if proper notice/waivers given unless scheduled for another date.**
19. **Consider/act on scheduling additional Board of Review Date(s).**
20. **Adjourn (to future date if necessary).**

**Deina Shirmer WCPC, Town Clerk-Treasurer**