

**MEETING NOTICE**  
**TOWNSHIP OF BALDWIN**

The Town of Baldwin **Board of Review (BOR)** will meet  
on Tuesday, April 30, 2024, from 6:00-8:00 PM (minimum of two hours)  
at the Baldwin Town Hall located at 2399-90<sup>th</sup> Avenue,  
Baldwin, Wisconsin 54002

Agenda Item:

- 1) Call meeting to order and meeting recording announcement.
- 2) Roll call-Confirmation of appropriate BOR and Open Meeting notices.
- 3) Select a Chairperson for BOR.
- 4) Select of BOR Vice Chairperson.
- 5) Verify that at least one BOR member has met training requirements.
- 6) Verify town ordinance for confidentiality of income and expense information provided to the Assessor under state law (Wis.Stat.70.47(7) (af)).
- 7) Review new laws.
- 8) Adoption of amendment to policy regarding the procedure for sworn telephone testimony and sworn written testimony.
- 9) Adoption of policy regarding the procedure for waiver of BOR hearing request.
- 10) Filing and summary of Annual Assessment Report and level of assessment by the Assessor.
- 11) Receipt of the assessment roll by the Clerk from the Assessor.
- 12) Receive the Assessment Roll and sworn statements from the Clerk.
- 13) Review the Assessment Roll and perform statutory duties:
  - a. Examine the roll,
  - b. Correct description or calculation errors,
  - c. Add omitted property, and
  - d. Eliminate double assessed property.
- 14) Certify all corrections of error under state law Wis. Stat. 70.43.
- 15) Verify with the assessor that open book changes are included.
- 16) Allow taxpayers to examine assessment data.
- 17) Review and schedule hearings on any Intent to File Objections presented to the clerk.
- 18) Review Notices of Intent to File Objection.
- 19) Consider/act on scheduling additional BOR dates.
- 20) Adjournment.

James Harer, Clerk of Town of Baldwin  
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