

TOWN OF PORTLAND BOARD OF REVIEW

Portland Town Hall

Wednesday, July 30, 2025 (adjourned from May 28, 2025)

6:00 P.M. (must be in session a minimum of 2 hours)

- I. Board of Review called to order; Pledge of Allegiance
- II. Roll Call
- III. Clerk's confirmation of appropriate BOR and Open Book notices
- IV. Selection of a Chairperson for BOR
- V. Selection of a Vice -Chairperson for BOR
- VI. Clerk's verification that at least one BOR member has met the annual mandatory training requirement
- VII. Acknowledgement that the Town has an ordinance for the confidentiality of income and expense information provided to the Assessor under Wis. Stat. 70.47(7)(af)
- VIII. Assessor's verification that the Town's Annual Assessment Report has been filed; Assessor's summarization of that report and review of any new laws
- IX. Clerk's receipt of Assessment Roll from the Assessor
- X. BOR's receipt of the Assessment Roll and sworn statements from the Clerk
- XI. Clerk's announcement of any Notices of Intent to File Objection; hearing of objections, if any and if proper notice or waivers have been given
- XII. Review of the Assessment Roll and performance of the following additional statutory duties:
 - a. correction of description or calculation error(s)
 - b. addition of any omitted property
 - c. elimination of any double-assessed property
- XIII. Certification of all corrections of error under Wis. Stat. 70.43
- XIV. Assessor's verification that all open book changes have been included in the assessment roll
- XV. Adjournment (to future date if necessary)

Nancy L. Thompson, Clerk
July 23, 2025

