

**TOWN OF LISBON BOARD OF REVIEW**  
**Friday, September 15, 2023 / Noon - 2:00pm**  
**Lisbon Town Hall, N5807 US Hwy 12 / 16**

Agenda:

- Call Board of Review (BOR) to order
- Roll Call
- Confirmation of appropriate BOR and Open Meetings notices
- Select a Chairperson for BOR
- Select a Vice-Chairperson for BOR
- Verify that at least one BOR member has met the mandatory training requirements
- Review/Adopt Policy for Waiver of BOR hearing requests
- Summary of Annual Assessment Report by Assessor's Office
- Receive the assessment roll and sworn statements
- Review the assessment roll and perform statutory duties:
  - Examine the roll
  - Correct description or calculation errors
  - Add omitted property
  - Eliminate double assessed property
- Discussion/Action – Certify all corrections of error under state law
- Discussion/Action – Verify with the Assessor that open book changes are included in the assessment roll
- Allow taxpayers to examine assessment data
- During the first 2 hours, consideration of:
  - Waivers of the required 48-hour notice of intent to file an objection when there is good cause
  - Request for waiver of the BOR hearing allowing the property owner an appeal directly to the circuit court
  - Requests to testify by telephone or submit a sworn written statement
  - Subpoena requests
  - Act on any other legally allowed or required BOR matters
- Review Notices of Intent to File Objection
- Proceed to hear objections, if any and if proper notice/waivers given, unless scheduled for another date
- Consider/act on scheduling additional BOR dates
- Adjourn (to future date if necessary)

Andrea L. Hawkins, Clerk