

TOWN OF PLYMOUTH

August 30, 2018

5:00-7:00 PM

AGENDA- BOARD OF REVIEW:

1. Call Board of Review 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 the Town has an ordinance for the confidentiality of income and expense information
6. Verify the Board of Review has a policy regarding the procedure for sworn telephone testimony and sworn written testimony
7. Verify the Board of Review has a procedure for waiver of Board of Review hearing requests
8. Receive the Assessment Roll by the clerk from the Assessor
9. Review of 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
10. Verify with the assessor that open book changes are included in the assessment roll
11. Allow taxpayers to examine the assessment roll
12. Consideration of any waivers, requests to testify by telephone or submit sworn written statements, etc.
13. Review Notices of Intent to File Objection
14. Schedule Objectors
15. Proceed to hear objections
16. Scheduling additional Board of Review Dates (if necessary)
17. Adjourn Board of Review

Susan Douglas

Town Clerk

Posted August 25, 2018