

TOWN OF BROOKFIELD
NOTICE OF OPEN BOOK AND
BOARD OF REVIEW

PURSUANT TO Sec.70.45 of WI Statutes the assessment roll for the Year 2013 will be open for examination on the 24th day of June, 2013 at 12:00 p.m. until 4:30 p.m., Monday through Friday. Additionally, the assessor will be available on the 24th day of June, 2013 at the Town Hall from 12:00 p.m. (Noon) to 4:30 p.m. and 6:00 p.m. to 8:30 p.m. and the 25th day of June, 2013 from 9:00 a.m. to 12:00 p.m. (Noon) and 1:30 p.m. to 5:00 p.m. Instructional material about the assessment, Board of Review procedures, information on how to file an objection and the Board of Review procedure under Wisconsin Law will be available at that time.

NOTICE IS HEREBY GIVEN that the Board of Review for the Town of Brookfield shall hold its first meeting on Tuesday, July 30, 2013 at 6:00 p.m., (Board shall meet a minimum of two hours at its first session), at The Town Hall, 645 N. Janacek Rd. Brookfield, WI 53045

Pls be advised of the following requirements to appear before the Board of Review and procedural requirements if appearing before the board.

No person shall be allowed to appear before the Board of Review, to testify to the board by telephone or to contest the amount of any assessment of real or personal property if the person has refused a reasonable written request by certified mail of the assessor to review such property.

After the first meeting of the Board of Review and before the Boards final adjournment, no person who is scheduled to appear before the Board of Review may contact, or provide information to a member of the Board about the person's objection except at a session of the Board.

No person may appear before the Board of Review, testify to the Board by telephone or contest the amount of the assessment unless, at least 48 hours before the first meeting of the Board or at least 48 hours before the objection is heard if the objection is allowed because the person has been granted a waiver of the 48-hour notice of an intent to file a written objection by appearing before the Board during the first two hours of the meeting and showing good cause for failure to meet the 48-hour notice requirement and files a written objection, that the person provides to the Clerk of the Board of Review notice as to whether the person will ask for removal of any Board members and, if so, which member will be removed and the person's reasonable estimate of the length of time that the hearing will take.

When appearing before the Board, the person shall specify, in writing, the person's estimate of the value of the land and of the improvements that are the subject of the person's objection and specify the information that the person used to arrive at that estimate.

No person may appear before the Board of Review, testify to the Board by telephone or subject or object to a valuation; if that valuation was made by the Assessor or Objector using the income method; unless the person supplies the Assessor all of the information about income and expenses, as specified in the manual under Sec. 73.03(2a), that the Assessor requests. The Town of Brookfield has an ordinance for the confidentiality of information about income and expenses that is provided to the Assessor under this paragraph which provides exemptions for persons using information in the discharge of duties imposed by law or of the duties of their office or by order of a court. The information that is provided under this paragraph, unless a court determined that it is inaccurate, is not subject to the right of inspection and copying under section 19.35(1) of Wis.Status.

The Board shall hear upon oath, by telephone, all ill or disabled persons who present to the Board a letter from physician, surgeon or osteopath that confirms their illness or disability. No other persons may testify by telephone

Jane F. Carlson
Town Clerk

Published in The Freeman this 7th day of June and 12th day of July 2013.