

Town of Windham

Assessing and GIS Department
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MEMORANDUM

DATE: October 12, 2018
TO: Windham Town Council
FROM: Elisa Trepanier, Assessor/GIS Coordinator
RE: Monthly Report – August & September 2018

ASSESSING:

The mission of the Assessing Office is defined by the Maine Constitution, which states: *All taxes upon real and personal estate, assessed by authority of this State shall be apportioned and assessed equally according to the just value thereof.*

The tasks performed in the Assessing office are dictated by State statute as provided under Title 36 of the M.R.S.A. and guidelines set forth by the Bureau of Taxation. The following list represents activities performed by the Assessing Office during the months of August and September:

- Completion of town-wide valuation update;
- Development of mil rate recommendation and associated data for presentation to Town Council for tax commitment;
- Execution of post commitment procedures;
- Continued field work measuring, listing and photographing residential and commercial construction projects;
- Mapping and lot size corrections and deed research;
- E911 GeoLynx updates;
- Processing and verification of Business Equipment Tax Exemption (BETE) and Business Equipment Tax Reimbursement (BETR) applications;
- Processed deeds transferring ownership of property and divisions of property;
- Assigned several new property locations and map and lot numbers;
- Provided customer service for the code enforcement, economic development and planning departments;
- Development of reports for all current use properties; utilities; Tax Increment Financing Districts; exempt properties and exemptions.
- Scanning Project – this is an ongoing project scanning all paper assessing files as time permits;

- Changes to the Assessor's webpage related to the valuation update;
- Revisions to map lot identifier 12 digit string in Vision and AutoCAD Map to be compatible with Munis for tax billing
- Munis training for commitment procedures;
- Tree Growth and Farmland withdrawal penalty calculations;
- Preparation of abatement and supplemental documentation;
- Forwarding of returned tax bills;
- The Assessor and Senior Appraiser attended the annual meeting of the Maine Association of Assessing Officials Fall Conference;
- New street names:
 - *Murray Way – Off River Road beside Presumpscot Road
 - *Viola Lane – Near intersection of Albion and Pope Roads
 - *Ladd Place – Off Anderson Road beside Apple Blossom Way
 - *Maysens Way – Off Highland Cliff Road
 - *Noble Lane – Off Webb Road
 - *Lavender Lane – Off Route 302 near Cliff Drive
 - *Hinman Forest Road – Off Falmouth Road across from Pine Drive

GIS (Geographic Information System):

The mission of the Geographic Information Systems (GIS) division of the Assessing Office's budget is to maintain accurate GIS records and to provide geographic information and maps to Town departments and the public.

- Processing updates to the 2018 tax maps to reflect divisions of property and lot revisions;
- The Town has contracted with the Maine Office of GIS for updated aerial imagery. The Town was flown this spring and 6" ortho rectified imagery will be available this fall.
- Customer service assisting the public with map requests and inquiries.