

Town of Windham

Assessing and GIS Department
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MEMORANDUM

DATE: November 11, 2016
TO: Tony Plante, Town Manager
FROM: Elisa Trepanier, Assessor/GIS Coordinator
RE: Monthly Report – October 2016

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 in the months of July and August:

- ✓ Welcomed new staff member - Taylor Burns, Appraiser.
- ✓ New employee training: equipment, software, office procedures and field work.
- ✓ Customer service related to post tax bill related questions.
- ✓ Assisted Tax Collection with forwarding returned tax bills.
- ✓ Continued field work measuring, listing and photographing residential and commercial construction projects.
- ✓ Discovery and creation of new personal property accounts.
- ✓ Personal property data entry and preparation of Business Equipment Tax Reimbursement (BETR) applications.
- ✓ Provided customer service support for the code enforcement, economic development and planning departments.
- ✓ Continued data entry updating property ownership information from deed transfers occurring after April 1.
- ✓ Update Vision Appraisal online database.
- ✓ Digitized all Farm and Open Space property files.
- ✓ Assigned new property locations and one new street name pursuant to E-911 regulations: Noble Lane.

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.

- J Continued development of 2016 Tax Maps for Google Earth, Mygov, Vision Appraisal, Town website and a paper version for public use.
- J Revised Snowplow Route Maps.