

Town of Windham

Assessing and GIS Department
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MEMORANDUM

DATE: June 11, 2019
TO: Windham Town Council
FROM: Elisa Trepanier, Assessor/GIS Coordinator
RE: Monthly Report – April & May 2019

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 April & May:

- Continued field work measuring, listing and photographing residential and commercial construction projects.
- Mapping and lot size corrections and deed research.
- Processed deeds transferring ownership of property and divisions of property.
- Assigned several new property locations and map and lot numbers.
- Sales Verification / Survey letter mailings.
- Provided customer service for the code enforcement, economic development and planning departments.
- Processing of personal property declarations and Business Equipment Tax Exemption (BETE) Applications.
- Preparation of abatement and supplemental documentation.
- Data entry to create new subdivision lots.
- Qualification and processing of Homestead and Veterans Exemption applications.
- Lot size adjustments to properties affected by the MDOT taking on River Road.
- E911 GeoLynx updates.
- Implemented new street names:
 - Merganser Lane;
 - Outpost Drive;
 - the RSU14 Campus street names and location changes.

- Subdivision status review for 4/1/19.
- Subdivision identification review for ongoing GIS mapping project.
- Provided annual ownership listing to Pettingill Road Association.
- Taylor Burns, an appraiser in the Assessing Office for the past 2 ½ years has accepted the position of Deputy Assessor for the Town of Wells. We wish him all the best!

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.

- Ongoing maintenance and update to stormwater infrastructure data;
- Updates to:
 - a map of all subdivisions approved since 1972;
 - an inventory of building footprint data using the new 2018 ortho rectified aerial imagery;
 - Windham Watersheds Map.
- Provided several Street Map posters to the new RSU14 Bus Garage.
- Provided various poster sized maps to the new Public Works facility.
- Customer service assisting the public with map requests and inquiries.
- Matt Lacroix is assisting the GIS Department as temporary GIS Technician in place of an intern. Welcome Matt!