

# Town of Windham

Assessing and GIS Department  
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## MEMORANDUM

DATE: August 6, 2019  
TO: Windham Town Council  
FROM: Elisa Trepanier, Assessor/GIS Coordinator  
RE: Monthly Report – June & July 2019

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### 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.
- Maine Revenue Services conducted their annual audit of all Windham Sales, sales ratios, Personal Property, BETE and BETR accounts, Tree Growth and Open Space data and TIF calculations.
- Valuation update work.
- 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:
  - Forsythia Ln. – Off Anglers Rd.
  - Maysens Wy. – Highland Cliff Rd. subdivision.
  - RSU14 Campus street names and location changes. Stadium Dr.; Educational Wy.; and Expedition Dr.
- Subdivision status review for 4/1/19.

#### **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.

- Vision online GIS Map upgrade to HTML5. The upgrade allows for increased functionality including abutter searches, property detail sidebar and updated satellite imagery.
- Contracted with CAI Technologies for stormwater data layer maintenance.