

Town of Windham

Assessing and GIS Department
8 School Road
Windham, ME 04062

voice 207.894.5960

fax 207.892.1916

MEMORANDUM

DATE: December 14, 2017

TO: Windham Town Council and Tony Plante, Town Manager

FROM: Elisa Trepanier, Assessor/GIS Coordinator

RE: Monthly Report – November 2017

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 month of November:

- Continued field work measuring, listing and photographing residential and commercial construction projects to reflect situs as of April 1st.
- Processing and verification of Business Equipment Tax Reimbursement (BETR) applications.
- Processed deeds transferring ownership of property and divisions of property.
- Geolynx E911 data updates and assignment of several property locations.
- Implemented new street name: Abenaki Drive.
- Review of Town and RSU 14 owned properties.
- Lot size research project.
- Provided customer service for the code enforcement, economic development and planning departments.
- Customer service related to tax billing questions and requests for emailing of tax bills.
- Updated Vision Appraisal online database.
- Private road timeline research for Code Enforcement.
- Meetings with property owners to discuss qualification and/or withdrawal from current use programs.
- Field reviews of residential properties and related data entry for town-wide valuation update. To date over 3,000 residential properties have been reviewed. The commercial portion of the valuation update will begin in January.

- Data entry of land use codes in preparation for conversion to new tax billing software.
- Homestead Exemption Application mailing to 348 new property owners.

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.

- 2017 Tax Maps are available in .pdf format: <http://windhammaine.us/169/Tax-Maps>
A Google Earth version of the updated 2016/2017 parcel map is also available on the Town website at: <http://windhammaine.us/224/GIS-Mapping> .
- The Trash Map and Snow Plow Route Map have been updated with current street data.
- Maps being updated include:
 - # Road Classification Map;
 - # Town Owned Properties Map; and
 - # Stormwater Map.