

# Town of Windham

Assessing and GIS Department  
8 School Road  
Windham, ME 04062

voice 207.894.5960

fax 207.892.1916

## MEMORANDUM

DATE: April 11, 2018  
TO: Windham Town Council and Tony Plante, Town Manager  
FROM: Elisa Trepanier, Assessor/GIS Coordinator  
RE: Monthly Report – March 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 month of March:

- Continued field work measuring, listing and photographing residential and commercial construction projects to reflect situs as of April 1st.
- Data entry of all qualified Homestead and Veterans Exemptions.
- Data entry of all business equipment listed on Personal Property Declarations.
- Processing and verification of Business Equipment Tax Exemption (BETE) applications.
- Processed deeds transferring ownership of property and divisions of property.
- Geolynx E911 data updates to ranges and street additions.
- Assigned several new property locations.
- 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.
- Meetings with property owners to discuss qualification and/or withdrawal from current use programs.
- Data analysis and data entry for town-wide valuation update.
- Proofing data related to the CAMA conversion with Munis.
- The Assessor and Assessor's Assistant attended a Vision software user's group meeting which featured demonstrations of the updated software.

**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 tax maps to reflect divisions of property and lot revisions.
- Provided the Fire Department with updated Hydrant Maps.
- Printed Zoning Map and Voting Districts Map for framing and display in Council Chambers.
- Customer service assisting the public with map requests and inquiries.