

Town of Windham

Assessing and GIS Department
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MEMORANDUM

DATE: March 14, 2019
TO: Windham Town Council
FROM: Elisa Trepanier, Assessor/GIS Coordinator
RE: Monthly Report – February 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 month of February:

- Continued field work measuring, listing and photographing residential and commercial construction projects;
- Mapping and lot size corrections and deed research;
- E911 GeoLynx updates;
- New streets:
Avon Lane, off Albion Road and part of Ruby Meadows Subdivision;
Newbury Ridge, off Nash Road close to Windham Center Road; and
Conifer Drive, off Gray Road just down from the Public Safety Building;
- Commitment/Valuation Book - preservation of historic documents in Town vault;
- Processed deeds transferring ownership of property and divisions of property;
- Assigned several new property locations and map and lot numbers;
- Provided customer service for the code enforcement, economic development and planning departments;
- Personal property research of many past due accounts;
- Collins Pond Road and Spring Water Drive property ownership research;
- Correspondence and documents provided to land surveyors
- Conservation land information requested by PRLT
- Preparation and mailing of 2019 Personal Property Declarations;
- Preparation of abatement and supplemental documentation;

- Forwarding of returned outstanding tax notices;
- CivicPlus website updates to Assessing page and posting of 2018 Tax Maps.

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.

- Completed updates to the 2018 tax maps to reflect divisions of property and lot revisions;
- Initiated GIS Internship program planning for 2019;
- Receipt of 2018 Aerial Imagery from the Maine Office of GIS;
- Preparation of proposed Gateway North B TIF for Council approval;
- Customer service assisting the public with map requests and inquiries.