

Town of Windham

Assessing and GIS Department
8 School Road
Windham, ME 04062

voice 207.894.5960

fax 207.892.1916

MEMORANDUM

DATE: February 5, 2018

TO: Windham Town Council and Tony Plante, Town Manager

FROM: Elisa Trepanier, Assessor/GIS Coordinator

RE: Monthly Report – January 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 January:

- 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 three new street names: Aquatic Way – off Route 302 near Varney Mill Road; Lupine Lane – off Albion Road between Pope Road and Windham Center Road; and Nordic Drive – off Lockland Drive.
- Commercial appraiser Steve Traub will be reviewing local businesses.
- The Assessor's web page will be updated with valuation update information.
- Income & Expense Report forms were mailed to all commercial businesses.
- The assessor and assistant assessor attended the Farm Friendly Community Workshop.
- The assessor attended the MEREDA (Maine Real Estate & Development Association) Conference in Portland.
- Vision online GIS mapping has been updated with 2017 parcels.
- 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.
- 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.
- Homestead Exemption Application mailing to 488 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.

- Maps recently updated include:
 - * Road Classification Map;
 - * Town Owned Properties Map; and
 - * Stormwater Infrastructure Map