

# 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 – October 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:

- Continued field work measuring, listing and photographing residential and commercial construction projects.
- Annual tax commitment procedures.
- Printed Commitment Books.
- 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 Reimbursement (BETR) Applications.
- Preparation of abatement and supplemental documentation.
- Data entry to create new subdivision lots.
- Qualification and processing of Homestead and Veterans Exemption applications.
- Preparation of data for conversion to updated Assessing software, Vision 8.
- E911 GeoLynx updates.

- New Street Names:  
Axle Way - off Sky Drive and Brown Cove Road;  
Belvedere Drive - will come in from Briarwood Lane and connect with Dusty Rhoades Lane off Varney Mill Road.
- Staff attendance at the Maine Association of Assessing Officers Fall Conference (MAAO). Assessor Elisa Trepanier was nominated and appointed to the MAAO Board of Directors.
- Assessor Elisa Trepanier and Assistant Assessor Kara Taylor attended a week-long training class on Mass Appraisal offered by the International Association of Assessing Officers and hosted by the Maine Property Tax Division.
- New Hires: Kara Taylor has been officially named Assistant Assessor. Kara has been with the Assessor's Office since 1994 and brings with her a wealth of knowledge. Teresa Konczal has been promoted to Appraiser. Teresa was the Administrative Assistant to the Assessing Office for three and a half years and has previous experience working in municipal government. Harriet Thoms is the new Administrative Assistant to the Assessing Office. Harriet is a Windham native, has secretarial and teaching experience with the Oxford School Department as well having run a large-scale dairy business. Congratulations to all!

### **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.

- Auto-CAD Map updates to Town Parcel Map for 2019. The new maps are expected to be ready by December.
- Provided assistance to the Code and Planning Offices by providing National Wetland Inventory and Zoning layers for viewing in Google Earth.
- Discussions with Parks & Rec. Department Trail Manager Richard Bicknell regarding updates to the Lowell Preserve, Donna Lippman Park and Black Brook trails.