

Town of Windham

Assessing and GIS Department
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MEMORANDUM

DATE: June 7, 2017

TO: Windham Town Council and Tony Plante, Town Manager

FROM: Elisa Trepanier, Assessor/GIS Coordinator

RE: Monthly Report – May 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 in the months of March and April:

- Continued field work measuring, listing and photographing residential and commercial construction projects to reflect situs as of April 1st.
- Processing and verification of Homestead Exemption and Veterans Exemption applications.
- Processed 117 deeds transferring ownership of property and divisions of property.
- Discovery, creation and processing of personal property accounts.
- Provided customer service support for the code enforcement, economic development and planning departments.
- Updated Vision Appraisal online database.
- The Assessor attended the Maine Property Tax Institute in Newry.
- Staff attended the annual VDT Training;
- Meetings with property owners to discuss qualification and/or withdrawal from current use programs.
- Real estate sales analysis.
- E911 implementation and assignment of several new property locations.
- New street implementations included Barbara Win Lane and Plaza Drive.
- Geolynx E9-1-1 updates
- Generation of annual property owner list for Pettingill Road Association.
- Submitted Ratio Declaration for 2017 to Maine Revenue Services.

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.

- Interviewed candidates for the position of GIS Intern.
- Meeting with Public Works Director Doug Fourtier, Stormwater Coordinator Gretchen Anderson, Planning Director Ben Smith and Town Engineer Jon Earle regarding establishing a GIS operating procedures manual for the distribution and maintenance of stormwater GIS data.
- Provided map data and .pdf maps as requested by the public and other Town departments.