

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 – June 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 month of June:

- 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 deeds transferring ownership of property and divisions of property.
- Discovery, creation and processing of personal property accounts and Business Equipment Tax Exemption (BETE) Applications.
- Provided customer service support for the code enforcement, economic development and planning departments.
- Updated Vision Appraisal online database.
- Staff attended the MUNIS financial software training.
- Meetings with property owners to discuss qualification and/or withdrawal from current use programs.
- Real estate sales analysis and finalization of values in preparation of tax commitment.
- E911 implementation and assignment of several new property locations.
- New street implementations included Plaza Dr. and Plante Dr.
- Geolynx E9-1-1 updates and property address flagging with Cumberland County IT.
- Preparation for and attendance at Board of Assessment Review meeting.

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.

- Welcomed Gregory Hanscom, GIS Intern. Mr. Hanscom recently earned a Bachelor's Degree in Geography and Anthropology from USM and is currently working toward a Certificate in Applied GIS.
- Stormwater mapping – data collection field work training with GIS Intern, Stormwater Coordinator and Highway Foreman; development of a mobile collector ap for stormwater data collection.
- Lowell Preserve trail map update training and field work with GIS Intern and staff from the Parks & Rec Dept.
- Preparation of a site plan for a Parks and Rec Dept. grant proposal.
- Review of mapping software maintenance and update options.
- Preparation of map based abutters list for RSU 14 notifications.
- Provided map data and .pdf maps as requested by the public and other Town departments.