

# Town of Windham

Assessing and GIS Department  
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## MEMORANDUM

DATE: February 8, 2017  
TO: Tony Plante, Town Manager  
FROM: Elisa Trepanier, Assessor/GIS Coordinator  
RE: Monthly Report – January 2017

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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 during in the months of July and August:

- Continued field work measuring, listing and photographing residential and commercial construction projects.
- Completion and submission of Sales Analysis Return as required by Maine Revenue Services.
- Continued sales analysis of all sales from July 1, 2016 – October 31, 2016 with follow-up property review to update assessment records when necessary.
- Homestead Exemption mailing to qualifying new property owners that have purchased property within the last three months.
- Discovery and creation of new personal property accounts.
- Preparation of annual personal property declaration mailing.
- Provided customer service support for the code enforcement, economic development and planning departments.
- Continued data entry updating property ownership information from deed transfers occurring since April 1.
- Update Vision Appraisal online database.
- Assessor attended the newly formed Vision Users Group at the Topsham Town Hall.
- Three staff attended pepper spray training with Michael Mercer, Crime Prevention Expert.

- Analysis of the Voluntary Municipal Farm Support Program Survey responses in preparation of Council discussion.

**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.

- Base Map data preparation and design for Twenty-first Century Plan workshop meeting;
- Communications with Joseph Young, Administrative Director of the Maine Office GIS, securing a Memorandum of Agreement for participation in the 2017 ortho imagery update.
- Discussions with Linda Brooks, Recreation Director, regarding a project boundary map required for a recent grant application.
- Provided requested data to Apple Maps.