

# Town of Windham

Assessing and GIS Department  
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## MEMORANDUM

DATE: March 9, 2018

TO: Windham Town Council and Tony Plante, Town Manager

FROM: Elisa Trepanier, Assessor/GIS Coordinator

RE: Monthly Report – February 2018

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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 the month of February:

- Continued field work measuring, listing and photographing residential and commercial construction projects to reflect situs as of April 1st. In 2017 the Assessing Department reviewed 4,354 properties and processed 850 deeds.
- Over 1,175 Personal Property Declarations were mailed to business owners requesting a “true and perfect list” of business equipment.
- Processing and verification of Business Equipment Tax Exemption (BETE) applications.
- Processed deeds transferring ownership of property and divisions of property.
- Geolynx E911 data updates to ranges and street additions.
- Assigned several new property locations.
- Updated the Assessor’s page on the Town website with information on the town-wide valuation update.
- 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.
- Data analysis and data entry for town-wide valuation update.
- Several staff members have attended Munis financial software training.

- Appraisers Joan Hodgdon and Taylor Burns attended the International Association of Assessing Officials (IAAO) spring conference in Lewiston.

### **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.

- Processing updates to the tax maps to reflect divisions of property and lot revisions.
- Review of project requests and priorities for upcoming internship program.
- Status inquiry to the Maine Office of GIS regarding the schedule for the 2018 Orthoimagery acquisition. The flyover will begin in early spring, weather permitting.
- Customer service assisting the public with map requests and inquiries.