

# Town of Windham

Assessing and GIS Department  
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## MEMORANDUM

DATE: December 12, 2018  
TO: Windham Town Council  
FROM: Elisa Trepanier, Assessor/GIS Coordinator  
RE: Monthly Report – October & November 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 months of October and November:

- Continued field work measuring, listing and photographing residential and commercial construction projects;
- Mapping and lot size corrections and deed research;
- E911 GeoLynx updates;
- Processing and verification Business Equipment Tax Reimbursement (BETR) applications;
- Processed deeds transferring ownership of property and divisions of property;
- Assigned several new property locations and map and lot numbers;
- Provided customer service for the code enforcement, economic development and planning departments;
- Development of reports for all current use properties; utilities; Tax Increment Financing Districts; exempt properties and exemptions.
- Scanning Project – this is an ongoing project scanning all paper assessing files as time permits;
- Updated property information on the Assessor's webpage and Munis financial software;
- Tree Growth and Farmland withdrawal penalty calculations;
- Preparation of abatement and supplemental documentation;
- Forwarding of returned tax bills;

- The Assessor and Senior Appraiser attended the annual meeting of the International Association of Assessing Officials (IAAO) - Maine Chapter.
- The Assessor and Junior Appraiser took advanced IAAO assessing classes hosted by Maine Revenue Services.
- New street names:
  - \*Revolution Drive – Phase 3 of Majestic Woods
  - \*Lucky's Lane – off Angler's Road
  - \*Junco Drive – off River Road
- Data research and report generation for the Planning Department and Parks & Recreation
- Assessor's Assistant completed an IAAO online course.
- Met with two architectural firms to review the open office floor plan redesign.

### **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 2018 tax maps to reflect divisions of property and lot revisions;
- Customer service assisting the public with map requests and inquiries;
- Updated Parcels for Google Earth and posted to the Town website;
- Updated Vision Appraisal software's GIS portal with new parcel information;
- Initiated GIS training for Junior Appraiser;
- Data updates to create 2018 Street Map; Police District Map; Trash Pick-up Map
- Updated snow plow route maps for Public Works Department.