

# Town of Windham

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## MEMORANDUM

DATE: August 17, 2017

TO: Windham Town Council and Tony Plante, Town Manager

FROM: Elisa Trepanier, Assessor/GIS Coordinator

RE: Monthly Report – July 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 the month of July:

- Continued field work measuring, listing and photographing residential and commercial construction projects to reflect situs as of April 1st.
- Processing and verification of Business Equipment Tax Reimbursement (BETR) applications.
- Processed deeds transferring ownership of property and divisions of property.
- Provided customer service support for the code enforcement, economic development and planning departments.
- Updated Vision Appraisal online database.
- 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.
- Preparation of staff and equipment for town-wide valuation update.
- Appraiser Taylor Burns is now set up with a tablet for mobile access to enter assessing data while doing field work.
- Development of reports for all current use properties; utilities; Tax Increment Financing Districts; exempt properties and exemptions.
- Data transfer of Assessing data to financial software for tax billing.
- Scanning Project – this is an ongoing project scanning all paper assessing files.

**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.

- Stormwater mapping – GIS Intern Gregory Hanscom has set up a new mobile collector app which allows Public Works employees and the Stormwater Coordinator to update stormwater structure data, including maintenance information, while out on site.
- Implementing mapping software updates and upgrades.
- Annual Tax Maps updates are in progress to reflect new subdivisions and other divisions of property.
- Development Density and Median Household Income Maps are being prepared as an analysis tool for the Broadband project.
- The Street Map has been updated.
- Fire Districts and Police District maps have also been updated.