

# Town of Windham

Assessing and GIS Department  
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## *MEMORANDUM*

DATE: April 11, 2018

TO: Windham Town Council and Tony Plante, Town Manager

FROM: Elisa Trepanier, Assessor/GIS Coordinator

RE: Monthly Report – April 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 April:

- Continued field work measuring, listing and photographing residential and commercial construction projects to reflect situs as of April 1st.
- Data entry of all qualified Homestead and Veterans Exemptions.
- Data entry of business equipment listed on Personal Property Declarations.
- Processing and verification of Business Equipment Tax Exemption (BETE) 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.
- Discussions with property owners regarding current use programs. Withdrawal penalty calculations for two property withdrawals from the Farmland Tax Law program and one withdrawal from the Tree Growth Tax Law program.
- Review and approval of two Charitable and Benevolent Applications.
- Customer service related to tax billing questions and requests for emailing of tax bills.
- Data analysis and data entry for town-wide valuation update.

**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.
- Provided the Fire Department with the number of properties located within 1,000 feet of a fire hydrant, 3,700.
- Receipt and review of CAD files for Enterprise Drive Phase 1A for incorporation into stormwater infrastructure dataset.
- Customer service assisting the public with map requests and inquiries.