

Assessing Department
Quarterly Report
2025: January-February-March
Prepared by Josh Houde, Assessor
Town of Windham

Field Work – Appraisers Patrick and Teresa continue to track permits and visit the field to document new homes, additions, renovations, etc. In particular, they monitored properties that were under construction on April 1 in order to properly note the percent complete on that date.

Zoning Data – Patrick and Teresa have also been updating our property database to ensure that we have accurate zoning information assigned to each parcel.

Data Entry & Processing – Kara continues to enter new ownership and deed information into our data system, including new parcels, land splits, and subdivisions. From April 2024 thru March 2025, she processed a total of 684 deeds and transfers. When new parcels or subdivisions are created, correct property data and value must be assigned to those parcels. Kara created approximately 45 new parcels in our database this year and Josh assigned their values. As of April 8, there are 9,130 parcels in our database.

Homestead & Other Exemptions – Our office mailed 1,177 Homestead Exemption applications to new and longstanding property owners who have not yet applied. Approximately 392 homeowners responded, and Kara has been entering those exemptions into our database. Approximately 36 new Veterans Exemption applications have also been received. Patrick has processed over 50 renewable energy applications.

Business Personal Property – In February, Kara sent approximately 1,100 personal property declarations to all new and existing Windham business for annual equipment reporting with a reporting deadline of May 1. Approximately 150 of these qualify for the BETE tax exemption. This processing and data entry will continue through June.

E911 – Kara continues to assign new property locations for all new construction. This involves notifying the post office and town departments and keeping the State E911 database current.

Turnaround Document – Josh reviewed the 355 Windham sales noted and submitted by the state, and informed them which ones to include or exclude from the annual sales ratio study, which compares assessed values to sale prices. This enables the state to determine how our assessments compare to market value.

New Resources – The Assessing Department added several new resources to help develop fair assessments:

- **Nearmap** – Provides fresh aerial imagery of the town each spring
- **CoStar** – Provides sale, leasing, and income information for commercial properties
- **Vision GIS** – Allows the assessing department to view and compare property data visually on a parcel map

Town Council Presentation – On January 28, Josh delivered a presentation to the Town Council highlighting key points from the annual Municipal Valuation Return.

IAAO Course 102: Income Approach to Valuation – Josh attended an IAAO course March 24-28 to learn more about the income approach to valuing commercial properties.