

Town of Windham

Assessing and GIS Department
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MEMORANDUM

DATE: January 10, 2019
TO: Windham Town Council
FROM: Elisa Trepanier, Assessor/GIS Coordinator
RE: Monthly Report – December 2018

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 December:

- 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 of 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. All Assessing files have been scanned as of January 9, 2019 eliminating 8 file cabinets.
- 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;

- New street name: Dartmouth Place – off River Road
- Met with a Windham architect to review the open office floor plan redesign.
- Prepared 2018 Valuation book;
- Vault/Basement clean up review and discussions related to the disposition of records;
- Shredded all Veterans and Widows application expired over three years;
- Mailed 384 Homestead Applications to new property owners;
- Sales survey redesigned and mailed to certain new property owners.
- Review and updating of condominium complex information.

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.

- Trimble GeoLynx GPS training for one fire fighter and the junior appraiser;
- Preparation of Town Owned Properties Map;
- Preparation of map for the Windham School Department showing all parcels greater than 40 acres;
- 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;