

# Town of Windham

Assessing and GIS Department  
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## MEMORANDUM

DATE: March 9, 2017  
TO: Windham Town Council and Tony Plante, Town Manager  
FROM: Elisa Trepanier, Assessor/GIS Coordinator  
RE: Monthly Report – February 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 in the months of July and August:

- The Assessing Department is happy to report that 23-year veteran of the department, Kara Taylor, has passed the CMA exam and is now a Certified Maine Assessor. Congratulations Kara!
- Continued field work measuring, listing and photographing residential and commercial construction projects.
- On February 16, 2017 David Boufard of Maine Revenue Services conducted the annual audit of the assessment records.
- Homestead Exemption mailing to qualifying new property owners that have purchased property within the last three months.
- The Assessor and Senior Appraiser attended a meeting of the local chapter of the International Association of Assessing Officials in Lewiston.
- Tax Increment Financing District (TIF) review.
- Preparation of budget materials.
- Update bridge between financial software NDS and Vision Appraisal software.
- Discovery and creation of new personal property accounts.
- Preparation of annual personal property declaration mailing.
- Provided customer service support for the code enforcement, economic development and planning departments.

- Continued data entry updating property ownership information from deed transfers occurring since April 1.
- Update Vision Appraisal online database.
- Analysis of the Voluntary Municipal Farm Support Program in preparation of Council discussion.

### **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.

- The GIS Coordinator attended a presentation by SGC Engineering, LLC on their GIS Collector App for stormwater data collection. The app works with ArcGIS online and can be accessed by Town employees in the field.
- Provided map data and .pdf maps as requested by the public and other Town departments.