

Town of Windham

Assessing and GIS Department
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MEMORANDUM

DATE: September 15, 2017

TO: Windham Town Council and Tony Plante, Town Manager

FROM: Elisa Trepanier, Assessor/GIS Coordinator

RE: Monthly Report – August 2017

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:

- Congratulations to our Junior Appraiser, Taylor Burns, who recently passed the CMA Exam officially making him a Certified Maine Assessor.
- Congratulations also to Administrative Assistant Teresa Konczal for successfully completing the Law portion of the CMA Exam. The Law portion constitutes half of the exam requirements.
- Two Assessing staff members attended the Maine Municipal Assessing Officials Property Tax School in Belfast, Maine.
- Continued field work measuring, listing and photographing residential and commercial construction projects to reflect situs as of April 1st.
- Review of Farm Equipment tax exemptions.
- Preparation of Press Release and tax bill insert announcing town-wide valuation update.
- Processing and verification of Business Equipment Tax Reimbursement (BETR) applications.
- Met with business owners to assist with completion of BETR applications.
- Processed deeds transferring ownership of property and divisions of property.
- Finalization and analysis of assessing data in preparation for tax commitment.
- Preparation of tax rate recommendations for presentation to Council.
- Data bridge of assessment data to financial software for tax bill generation.
- Printing of 2017 Commitment Books for archive purposes.

- Preparation of spreadsheet: “Assessed Valuation & Tax Amounts” for posting to the Town website.
- Updates to web page to reflect new mil rate, due dates and other related information.
- Preparation and submission of 2017 Tree Growth Report to the Department of Agriculture, Conservation and Forestry - Maine Forest Service.
- Creation of static database, assessment history and update personal property depreciation schedules for 2018.
- Geolynx E911 data updates and assignment of several property locations.
- Implemented one new street name, Weeks Lane.
- Provided customer service 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.
- Continued preparation of staff and equipment for town-wide valuation update.
- 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.

- GIS Intern Program – Gregory Hanscom completed all of the GIS projects assigned to the internship. This internship completed the requirements for Mr. Hanscom to receive a Certification in Applied GIS from the University of Southern Maine.
- A Stormwater Internship Wrap-up Meeting was held in the Assessor’s Office to provide instruction and information to the Stormwater Coordinator, Public Works Director and Highway Foreman on the use of a mobile app for data collection.
- Implementing mapping software updates and upgrades.
- Annual Tax Maps updates are in progress to reflect new subdivisions and other divisions of property.