

Town of Windham

Assessing and GIS Department
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MEMORANDUM

DATE: November 8, 2017

TO: Windham Town Council and Tony Plante, Town Manager

FROM: Elisa Trepanier, Assessor/GIS Coordinator

RE: Monthly Report – September & October 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 months of September and October:

- Continued field work measuring, listing and photographing residential and commercial construction projects to reflect situs as of April 1st.
- Processing and verification of Business Equipment Tax Reimbursement (BETR) applications.
- Processed deeds transferring ownership of property and divisions of property.
- Geolynx E911 data updates and assignment of several property locations.
- Implemented two new street names: Kineo Drive, off Falmouth Road; and Zulu road off Anthoine Road.
- Provided customer service for the code enforcement, economic development and planning departments.
- Customer service related to tax billing questions and requests for emailing of tax bills.
- Updated Vision Appraisal online database.
- Subdivision related deed research for the Planning Department.
- Private road timeline research for Code Enforcement.
- Meetings with property owners to discuss qualification and/or withdrawal from current use programs.
- Field reviews of residential properties and related data entry 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.

- Temporary GIS Technician – Former GIS Intern, Gregory Hansom, has recently returned to assist with the final preparation of tax maps and other minor mapping projects.
- Annual Tax Maps updates are in progress to reflect new subdivisions and other divisions of property. A Google Earth version of the updated 2016/2017 parcel maps is now available on the Town website at: <http://windhammaine.us/224/GIS-Mapping>.
- The Trash Map and Snow Plow Route Map are being updated with current street data.