

Town of Windham

Assessing and GIS Department
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MEMORANDUM

DATE: June 8, 2018

TO: Windham Town Council and Tony Plante, Town Manager

FROM: Elisa Trepanier, Assessor/GIS Coordinator

RE: Monthly Report – May 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 April:

- Continued field work measuring, listing and photographing residential and commercial construction projects to reflect situs as of April 1st;
- Property split research for Code Enforcement;
- Mapping and lot size corrections and deed research;
- E911 GeoLynx updates;
- Preparation of Supplemental Tax Bills for Pilot taxes;
- Two new street names: Windleigh Ridge Drive, off Nash Road between Windham Center Road and Route 302; and Kilty Way, off Albion Road near Pheasant Ridge Road;
- Implementation of new addressing standards required by the United States Post Office National Mandate for documentation of all new street addresses;
- Data entry of all qualified Homestead and Veterans Exemptions;
- Provided annual road association listing to the Pettingill Association;
- Data entry of business equipment listed on Personal Property Declarations;
- Processing and verification of Business Equipment Tax Exemption (BETE) 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 department;
- Discussions with property owners regarding current use programs.

- Customer service related to tax billing questions, requests for emailing of tax bills and property cards;
- Updates to the Assessor's webpage related to the valuation update; and
- Finalizing data analysis and data entry for town-wide valuation update.

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.

- Obtained updated GIS data from Maine Natural Gas for use by Windham Fire/Rescue;
- Deed research regarding right-of-way access at the East Windham Fire Station and Ballpark;
- Orthoimagery updates from the Maine Office of GIS;
- Processing updates to the tax maps to reflect divisions of property and lot revisions;
- Customer service assisting the public with map requests and inquiries.