

Town of Windham

Assessing and GIS Department
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MEMORANDUM

DATE: August 23, 2018
TO: Windham Town Council and Tony Plante, Town Manager
FROM: Elisa Trepanier, Assessor/GIS Coordinator
RE: Monthly Report – July 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 July:

- 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 Exemption (BETE) and 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 department;
- Real estate sales analysis and finalization of values in preparation of tax commitment.
- 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;
- Finalizing data analysis and data entry for town-wide valuation update.
- Initiation of commitment procedures following the tax rate being set by the Town Council;
- Changes to the Assessor's webpage related to the valuation update; and

- New street names:
 - *Murray Way – Off River Road beside Presumpscot Road
 - *Viola Lane – New subdivision at Albion Road and Pope Road
 - *Ladd Place – Off Anderson Road beside Apple Blossom Lane

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.

- Processing updates to the 2018 tax maps to reflect divisions of property and lot revisions;
- The Town has contracted with the Maine Office of GIS for updated aerial imagery. The Town was flown this spring and 6" ortho rectified imagery will be available this fall.
- Customer service assisting the public with map requests and inquiries.