

Town of Windham

Assessing and GIS Department
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MEMORANDUM

DATE: February 8, 2019
TO: Windham Town Council
FROM: Elisa Trepanier, Assessor/GIS Coordinator
RE: Monthly Report – January 2019

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 January:

- Continued field work measuring, listing and photographing residential and commercial construction projects;
- Mapping and lot size corrections and deed research;
- E911 GeoLynx updates;
- Commitment/Valuation Book - preservation of historic documents in Town vault;
- 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 departments;
- Conservation land research for the Planning Department;
- Research current addresses for the Tax Collection Department;
- Updated property information on the Assessor's webpage in Civic Plus;
- Tree Growth and Farmland withdrawal penalty calculations;
- Preparation of abatement and supplemental documentation;
- Forwarding of returned outstanding tax notices;

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.

- Map of all seasonal dwelling units/cottages for review of environmental impact of septic systems;
- Map of all foreclosure properties;
- Map of Lowell Preserve and abutting properties for sale;
- Fire Districts Map with data collected identifying GIS location of all cisterns and dry hydrants as well as location of all structures with sprinkler systems;
- TIF Map – identifying location of proposed Tax Increment Financing District – Gateway North B.
- Processing updates to the 2018 tax maps to reflect divisions of property and lot revisions;
- Customer service assisting the public with map requests and inquiries;