

# Town of Windham

Assessing and GIS Department  
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## MEMORANDUM

DATE: April 17, 2019  
TO: Windham Town Council  
FROM: Elisa Trepanier, Assessor/GIS Coordinator  
RE: Monthly Report – March 2019

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### 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 March:

- Continued field work measuring, listing and photographing residential and commercial construction projects;
- Mapping and lot size corrections and deed research;
- E911 GeoLynx updates;
- 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;
- Personal property field review and office follow-up;
- Preparation of abatement and supplemental documentation;
- Farmland Tax Program discussions;
- Data entry to create new subdivision lots;
- Homestead and Veterans applications processing;
- Research and data preparation regarding C-3 Commercial Zone and assessed values within all Commercial Zones;
- Two staff members attended the International Association of Assessing Officials (IAAO) Spring Meeting in Augusta;

- Assessing and GIS Department budget preparations;

### **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.

- Private road data research for Town Council;
- Preparation of zoning and location data for the Marijuana Task Force;
- Interview with GIS Intern candidate. There has been stiff competition for GIS interns this year and Windham has been unsuccessful in finding an intern. In place of an intern a candidate for the position of temporary GIS technician will be interviewed April 24<sup>th</sup>.
- Three staff attended an Intro to ArcPro course at the Auburn City Hall;
- Customer service assisting the public with map requests and inquiries.