

# Town of Windham

Assessing and GIS Department  
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## *MEMORANDUM*

DATE: January 20, 2021  
TO: Barry Tibbetts, Town Manager  
FROM: Elisa Trepanier, Assessor/GIS Coordinator  
RE: Quarterly Report – For the months October - December 2020

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### **ASSESSING:**

- Continued fieldwork measuring, listing, and photographing residential and commercial construction projects
- Performed monthly sales ratio studies
- Mapping, lot size corrections and deed research
- Assigned numerous new addresses and street names including: Hayfield Lane; Chamberlain Drive; Dovak Way; and Liquor Lane.
- Processed 48 Business Equipment Tax Exemption (BETR) applications prior to December 31<sup>st</sup> deadline
- Created 57 new personal property accounts
- Processed 549 deed transfers
- Research and data analysis in preparation of Request of Proposal (RFP) for revaluation services
- Assessor attended Maine Association of Assessing Officers (MAAO) Board of Directors meetings and fall conference as well as the International Association of Assessing Officials (IAAO) fall conference
- Assessing Office relocation – staff has been working from home during construction of new code enforcement offices
- Current Valuation Summary attached

### **GIS (Geographic Information System):**

Map projects included:

- Updates to Snowplow Route maps for use by plow truck drivers
- Creation of Wastewater Map developed from GPS data collection points
- Development of 2020 Tax Maps