

Town of Windham

Assessing and GIS Department
8 School Road
Windham, ME 04062

voice 207.894.5960 ext. 3

fax 207.892.1916

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

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 31st 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