



Meets & Bounds

July 2016

Maine Association of Assessing Officers

President's Message

This is the time of year where we are all working diligently towards getting all our assessments done so we can commit taxes. So while everyone is out enjoying the beaches and the lakes, we are out listing properties. The older I get the more I question my sanity on why I love doing this job. I certainly would like to be at my cabin on the water enjoying a cold beverage and soaking up the sun as well, however I am the one with the tape measure apologizing for interrupting the property owner's peace and quiet.

Then it comes to me that it is totally reasonable to like a job that takes you to places you would never know exists; like the cabin in the woods with a foot bridge stream crossing, it's only access. The only sound you can hear is the rushing stream and the birds in the woods. I am sure all of us Assessors have found those types of places, as well as the more interesting. Like the three story round house with no stairs just a ramp for

access to those three stories. The reason for the ramp was in case they ever needed wheelchair access. I have always wondered if you let go of the wheelchair on the third floor what the speed of that chair would be by the time you got to the 1st floor. Hopefully they never need to test that.

So as we reflect that we do the majority of work when everyone else is enjoying the best Maine has to offer, we have to admit there are benefits to the job as well.

Some quick reminders as I close this message, we are taking donations for the silent auction for the Fall Seminar at Sebasco, and if you have a colleague you feel is a candidate for the Assessor of the year award, please take the time to fill out a nomination form. Enjoy your summer and I hope I see all of you at the fall seminar on September 7-9, 2016. Have a great summer. ▲

Ruth Birtz, President

Upcoming Event!

2016 MAAO Fall Conference

Sebasco Harbor Resort – Sebasco Estates, Maine

September 7-9, 2016

For more information visit: www.maineassessors.org

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MEMBER PROFILE: Cathy Jamison



I got the call from Mike. He is too nice of a guy to say no to even on the phone and when it was all said and done, writing the profile was a painless process. So when Mike calls, enjoy the process.

I have pretty much always worked in the Assessing Office, except for a few years in the Tax Office, since I graduated from college with a degree in Art. Art is one of those careers that you have to be really good at it, know people who can help you advance your career, and not be in Maine to get noticed. I was not a bad artist but I was not willing to leave home or even Brunswick

where I was born and spent most of my life and live today. I actually live in the home that my parents built in 1967 when my family moved back to Brunswick.

I started working for the Town of Brunswick when I was in college and did the summer work study program through the University of Maine at Orono. The college paid for most of my wages so it was a good deal for the Town. It was many years later that Judy Mathiau (who was also an Art Major at Orono) and I discovered that we were in college at the same time. It is such a small world. I spent 3 summers working in the tax office and when I graduated from college, I took a job in the Tax Office on a permanent basis. I've got to tell you that the worst day in Assessing is better any day in the Tax Office. Four years later I left to go to southern Maryland for a year and a half. Maryland was the only place that I was called a "Yankee" and many times my Maine accent would get comments like "Where are you from!!?" I returned home in 1986 and visited my former co-workers at Town Hall. Bob Tripp, who was the Assistant Assessor at the time, asked if I wanted to work in the Assessing Office as the Clerk, on a temporary basis, while an employee was on medical leave. Hazen Emery who was the Assessor at the time hired me. The employee was not able to return and I began my assessing career. I moved through the jobs in the office (clerk, secretary, and appraiser) and became the Assistant Assessor in 1992 and the Assessor in 2000. I have worked for the Town of Brunswick for 34 years now. The Town has been my only employer since getting out of college. Never in my wildest dreams did I think this was what I would be doing for a career. I didn't even know what assessing was when I started working for the town. I always thought it was the perfect job. Every day and month was different and on nice days I could go out in the field and enjoy the nice weather and on cold days I could stay in the office and be warm. It certainly has not been a boring job but I can see that light at the end of the tunnel glowing as I get closer to retirement.

My passion is actually being in the flower garden whether it is planting or weeding. I love how the spring brings a rebirth to my gardens. I actually started out in college as a Botany Major but discovered in my freshman year that there were way too many advanced science courses that I would need to take, and, a dorm mate who was a Chemistry major was having trouble with

(Continued on Page 4)

MAAO Secretaries Report

▲ By Tammy L. Brown

The MAAO Board met on May 6th, 2016. The Board heard from all Committee Chairs that were in attendance. Each Committee Chair informed the Board of the activity of that committee.

The board discussed the educational offerings that were held in April and May. Both the Northern Maine Spring Workshop and the BAR workshop were well attended and the responses from the participants were very helpful for future workshops. We would like to thank those who attended, as well as to those who agreed to speak at these workshops. It is the goal of the MAAO Board to offer educational classes that are timely and current to the present day situations. If you have any suggestions regarding a future topic for a workshop, please contact a board member.

A large part of the meeting was spent on continuing plans for the Fall Conference that will be held at Sebasco Harbor Resort once again this year. The conference agenda is now set thanks to the hard work and dedication of Bill Healey and the Conference Committee. MAAO will be offering a split session on Thursday at the request of some new assessors; we will be offering an Assessing 101 class. The class will touch on many aspects of the assessing profession. The agenda for the Fall Conference is as follows:

Wednesday, September 7, 2016

“What’s New with IAAO”

W.A. (Pete) Rodda, IAAO President

“Understanding and Using Public Sector Data”

Kevin Bartlett and Linda MacDonald of The Warren Group

“Personal Property Lien Procedures, Subdivision Lots, BETE Appeals, and Updates from the Field”

N. Joel Moser, Shana Cook Mueller, Wendy Paradis, and Kevin Decker of Bernstein Shur

Thursday, September 8, 2016

“Dangerous Buildings”

Jeff Baril, and Tom Maynard, CEOs - City of Lewiston

CEO Training – “Is it a Subdivision?”

Paul Demers, CEO - Town of Kennebunk

“An Introduction to Cooperative Housing”

Craig Saddlemire, Raise-Op Housing Cooperative

Lunch and MAAO Annual Business Meeting

“What’s the Story; How Brokers, Appraisers, and Assessors Look at Properties Differently”

David and Elizabeth Sawyer, Retired Maine Assessors

CEO Training - “Land Surveying, Flood Zones, and Real Estate”

James Nadeau, Nadeau Land Surveys

Spagetti Dinner

MAAO Membership Meeting - Listserv Topics

Candlepin Bowling

Friday, September 9, 2016

“Legislative Update”

By now you should have received your conference registration material. You don’t want to miss out on what is sure to be a great time. MAAO will be holding its Annual Meeting at the luncheon on Thursday afternoon, please plan to join us as we honor our 2016 Assessor of the year.

The next MAAO Board Meeting will be held on August 5th at MMA in Augusta at 10:00. If you have anything you would like the board to take up, please contact any board member.

Enjoy these beautiful State of Maine summer months. ▲



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MAAO Meeting/Training Calendar 2016

Date	Day	Time	Event	Location
August 5	Friday	10:00 a.m.	Board Meeting	MMA - Augusta
September 7-9	Wednesday, Thursday, Friday		Fall Conference Annual Meeting	Sebasco Harbor Resort
October 5 & 6	Wednesday & Thursday		MMA Annual Convention	Bangor Cross Insurance Center
December 2	Friday	10:00 a.m.	Board Meeting	MMA - Augusta

Member Profile – Continued from Page 2

an Organic Chemistry course. My grades also reflected that science courses were not my forte. So, art it was. You may be saying “So why art?” I think in hind sight it might have been inspired by a guy in one of my other classes who was an Art major and I kind of liked him. His name has long been forgotten.

I got remarried 2 years ago and am enjoying my new life. I discovered that changing your last name after everyone has known you for 30 years by another name startles people when they received emails from you. I don't think Dave Ledew has adjusted yet to my new name. I have 3 boys of my own ages 17, 21 & 26 with

3 totally opposite personalities. It has been a learning process since they were young because I thought I had it figured out after my first son. Boy was I wrong. They are all great and I love watching them grow. Our family also includes my husband Giff's two adult children.

Giff and I love to go birding and go for hikes. We rent a cottage on a lake in Readfield every year. I call it my sanctuary. It is a great place to just relax, enjoy nature and kayak. Giff loves to travel so I look forward to many trips to places with warm temperatures and crystal clear water along with plans to visit Paris one day. ▲

Written by Cathy Jamison

Membership Questions?

Please contact Affiliate Services at: 1-800-452-8786

DIGITIZING YOUR RECORDS....IS IT POSSIBLE? 10 Tips For Transitioning From Paper Records

▲ By Daniel Robinson, CMA, Kennebunk Town Assessor

In 2005, our office, under the pressure of reduced storage space and excessive floor weight, decided to try an experiment with all our tax maps and survey plans. As most of you know, the accumulation of decades and decades of these items and storing them in plan drawers eats up floor space quickly. Rather than move them out of the building and create an access nightmare, we decided to digitize them and develop a database for organizational purposes. We knew that we would have to hire someone temporarily to perform the scanning in a cost effective manner. Finding someone to perform this daunting monotonous was going to be difficult, given the attention to detail it required. Fortunately, our transcription company that performs our Board of Assessment Review minutes was up to the task. The owner's daughter, a very smart and eager home schooled teenager. Over a period of 6 months, she scanned every plan and tax map and entered information about each into a database for us to access easily (see sample below There are many more fields, but limited space for this article.).

From there, in conjunction with a records retaining software by our IT department, we moved forward with the scanning of our archive files and organizing them in our new software package. It's an ongoing process, but one that has given us more office space and is definitely more eco-friendly. If any of you are interested in pursu-

ing this type of endeavor, here are 10 tips for you from the Kennebunk Assessor's Office.

1. Sit down with your staff and identify what records would be most easily digitized first. This tends to give the staff confidence in what's being done and an ability to tackle more difficult tasks in the future.
2. If not being performed by in house staff, find someone you trust. Attention to detail and a determination to finish the task, is critical.
3. Budget – be reasonable with your cost estimates and start with small scanning projects.
4. Be sure to provide proper support and oversight to stress accountability.
5. Make sure your IT department is on board. Maps, for example, tend to be big files and nobody wants the IT person running through Town Hall screaming "Why is our server out of space!"
6. If purchasing archiving software, involve all the departments so everyone is on board as far as how the data is to be stored and shared.
7. Determine what your key identifier is (map/lot, account number, etc.). Our software allows us to scan

(Continued on Page 6)

Ref. Num	AA Rolodex Name	PLAN NAME	Owned by	Surveyor	Scale	PLBRD or SPRBRD approved date	Plan recorded date	Revised Date
0001	Longview Terrace Subdivision	Longview Terrace	Lloyd W. Robinson	Dow, Coulombe and Brown	1"=100'	Approved by Kennebunk Planning Board and Me D.E.P.	26710	07/18/72 and 07/25/72
0002	Longview Terrace sections 1, 2, and 3	Longview Terrace	Lloyd W. Robinson	Libby and Dow Saco, ME	1"=100'		24394	
0003	Longview Terrace Section 4	Longview Terrace	Lloyd W. Robinson	Dow, Coulombe and Brown	1"=100'		26679	10/17/73



MAAO Northern Maine Activity

▲ By Lewis Cousins, CMA Presque Isle Assessor

The MAAO Board has been very busy this spring making plans for the annual Northern Maine MAAO spring training. Held on May 13th at Northern Maine Development Commission in Caribou, the event was considered a huge success by all in attendance. The 20 attendees were given a full day of presentations from Jeff Kendall on the farm program, Steven “Joe” Salley on BETE, and Mike Rogers on law changes, legislation, and Maine Revenue’s budding new advanced certification plans. A fourth presentation was given by Attorney Francis Bemis of Bemis and Rossignol, LLC covering Life Estates, Life Leases, and Trust’s. According to the evaluations, all in attendance found the topics relevant and informative and enjoyed the presentations.

On May 24th the MMA Board of Assessment Review Workshop held at MMA in Augusta was teleconferenced live to Northern Maine Development Commission. All in attendance found the presentation to be very well done and informative. Attorney’s Bill Dale and Sally Daggett did a fantastic job of ensuring that the audience in Caribou heard all the questions and discussion from the Augusta location and made the teleconference event very successful.

MAAO would like to say Thank You to all the professionals who found the time and had the interest to make presentations in Northern Maine. It is much appreciated. Also, special thanks to Northern Maine Development Commission who provides their conference room and “Smart Board System” to MMA and MAAO free of charge. It is a great location for our events, sized right, and located conveniently. Cindy’s Sub Shop of Caribou catered both events with nicely done arrays of subs, soups, and desert trays.

In other news from the county, Maine Revenues Tony Pinette held a series of basic course classes over the winter and spring producing 3 new CMA’s. Tony’s successful

students have commented that his course review work was a crucial part in their being prepared for the exam. Congratulations to CMA’s Jon Frederick, Dave Cyr, and Brandon Saucier.

The MAAO Board continually strives to provide quality educational opportunities to all assessors. If anyone has an issue that would make an interesting subject for a presentation please discuss it with any board member.



Digitizing your records – Continued from Page 5

by map and lot for all documents scanned in from any department for the corresponding map and lot number.

8. If you don’t have a large format scanner, do your homework on which unit will perform the best for you at the most reasonable cost.
9. Make sure you choose a format to store the file in. We choose pdf format, free Acrobat reader software available and most commonly used for viewing documents.
10. Do your best to keep up with the ongoing influx of documents. Develop a plan for staff to follow going forward to keep your electronic storage program from getting behind and putting your back where you started.

These are just some hopefully helpful tips for those who may be entertaining the idea of digitization. And remember going in, there is never going to be an end to this project....it goes on, and on, but the benefits are certainly worth it. Happy Scanning! ▲

Meets & Bounds publication months:

January, April, July & November

Please contact Ruth Birtz or a Director if you have any news for the newsletter.



2016 MAAO Fall Conference September 7-9, 2016

Sebasco Harbor Resort, Sebasco Estates, ME

AGENDA:

Wednesday, September 7, 2016

7:30 – 8:30 Continental Breakfast

7:30 – 8:30 Registration

8:30 – 9:00 Welcoming Remarks

9:00 – 9:30 Vendor Presentations

9:30 – 10:15 “What’s New with IAAO”
W.A. (Pete) Rodda, IAAO President

10:15 – 10:30 Break

10:30 – 12:00 “Understanding and Using Public Sector Data”
Kevin Bartlett and Linda MacDonald of The Warren Group

12:00 – 1:00 Lunch

1:00 – 2:30 “Personal Property Lien Procedures, Subdivision Lots, BETE Appeals, and Updates from the Field”
N. Joel Moser, Shana Cook Mueller, Wendy Paradis, and Kevin Decker of Bernstein Shur

2:30 – 2:45 Break

2:45 – 4:30 “Personal Property Lien Procedures, Subdivision Lots, BETE Appeals, and Updates from the Field” cont.

4:30 Best Ball Golf Tournament

5:00 Dinner On Your Own

Thursday, September 8, 2016

7:00 – 8:00 Hot Breakfast

7:30 – 8:00 Registration

8:00 – 10:00 “Dangerous Buildings”
Jeff Baril, and Tom Maynard, CEOs - City of Lewiston

8:00 – 10:00 CEO Training – “Is it a Subdivision?”
Paul Demers, CEO - Town of Kennebunk

10:00 – 10:15 Break

10:15 – 12:00 “An Introduction to Cooperative Housing”
Craig Saddlemire, Raise-Op Housing Cooperative

10:15 – 12:00 CEO Training – “Is it a Subdivision?” cont.

12:00 – 1:30 Lunch and MAAO Annual Business Meeting

1:30 – 2:45 “What’s the Story; How Brokers, Appraisers, and Assessors Look at Properties Differently”
David and Elizabeth Sawyer, Retired Maine Assessors

1:30 – 2:45 CEO Training - “Land Surveying, Flood Zones, and Real Estate”
James Nadeau, Nadeau Land Surveys

2:45 – 3:00 Break

3:00 – 4:30 “What’s the Story; How Brokers, Appraisers, and Assessors Look at Properties Differently” cont.

3:00 – 4:30 CEO Training - Land Surveying, Flood Zones, and Real Estate” cont.

5:30 - 6:30 Spagetti Dinner

6:30 – 8:30 MAAO Membership Meeting - Listserv Topics

8:30 – 10:30 Candlepin Bowling

Friday, September 9, 2016

7:00 – 8:00 Hot Breakfast 10:00 – 10:15 Break

7:30 – 8:00 Registration 10:15 – 12:00 “Legislative Update” cont.

8:00 – 10:00 “Legislative Update”
Dave Ledew, Maine Revenue Services and Kate Dufour, MMA

12:00 Conference Adjourns

Visit the link below for the full attendee packet online:

<https://www.memun.org/DesktopModules/Bring2mind/DMX/Download.aspx?Command=CoreDownload&EntryId=9771&PortalId=0&TabId=204>



M.A.A.O.

2016 ANNUAL CONFERENCE

Sebasco Harbor Resort
September 7th - 9th

9th Annual Silent Auction

It's not too early to start thinking about our Fall Conference and how you can help out with our Silent Auction. The funds raised at the Silent Auction will be used to help fund our educational goals.

There is no limit on what you can donate to the auction, large or small, new or old, funny or serious! If you don't have anything to donate, maybe you know someone who might be willing; a relative, someone you do business with, or anyone who appreciates their assessor!

Just give me a call if you have any questions or ideas. As soon as you have a donation please let me know what it is by filling out a donation form and returning it to my office. Please use the letter of introduction when soliciting businesses.

Thank you, Rick Mace, auction chair rmace@yorkmaine.org

ANNUAL DUES

Regular Membership:	\$30/person
Associate Membership:	\$30/person
Subscribing Membership:	\$200/business*
Municipal Membership:	\$50/municipality**
Student Membership:	FREE

*Includes all employees **Includes Boards of Assessors & Elected Municipal Officials

Please visit our website at: www.maineassessors.org for more information and membership application form.

MAAO 2016 Benefit Auction

DONATION INFORMATION

DONOR: _____

MAILING ADDRESS: _____

TEL. #: _____ *CONTACT:* _____

ITEM DESCRIPTION: _____

_____ *DONOR VALUE:* _____

DATE OF DONATION: _____ *SOLICITED BY:* _____

ITEM: Received ___ To be picked up ___ Will be delivered ___

MAAO 2016 Benefit Auction

DONOR RECEIPT

DONOR: _____

CONTACT: _____ *DATE OF DONATION:* _____

ITEM DESCRIPTION: _____

_____ *DONOR VALUE:* _____ *SOLICITED BY:* _____



Meets & Bounds

MAAO JULY 2016 NEWSLETTER

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