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**CITY OF DANBURY**  
155 DEER HILL AVENUE  
DANBURY, CONNECTICUT 06810-7769

DAVID ST. HILAIRE  
DIRECTOR OF FINANCE

(203) 797-4652  
FAX: (203) 796-1526

**MEMORANDUM**

TO: Mayor Mark D. Boughton via the City Council

FROM: David W. St. Hilaire, Director of Finance *DWS*

DATE: February 23, 2010

**CERTIFICATION**

SUBJECT: Certification of Funds – Historic Document Reserve Account

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Pursuant to the attached request, I hereby certify the availability of \$51,747 to be transferred into the following accounts in the Town Clerk's office:

1160.5507 Office Equipment:	\$ 17,695.00
1160.5334 Outside Services	<u>34,052.00</u>
Total Transfer	\$ 51,747.00

The appropriation will come from the Reserve-Historic Documents, account 2.2129. The status of the Reserve Account is as follows:

Balance as of 2/23/10:	\$223,692.40
This Request	<u>- 51,747.00</u>
Balance after Transfer:	\$171,945.40

Please feel free to contact me should you require any additional information.

DWS/dg  
Attachment  
cc: Lori Kaback, Town Clerk



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**CITY OF DANBURY**  
155 DEER HILL AVENUE  
DANBURY, CONNECTICUT 06810

LORI A. KABACK  
TOWN CLERK

(203) 797-4531 PHONE  
(203) 796-8087 FAX

## Memorandum

**To:** Hon. Mark D. Boughton via the Common Council  
**From :** Lori A. Kaback, Town Clerk *LK*  
**Date:** February 22, 2010  
**Re:** Historic Document Reserve Account

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I would like to request \$51,747.00 be appropriated from Historic Document Reserve Account 2.2129. \$17,695.00 to be transferred to Office Equipment 1160.5507 to purchase a new scanner to be utilized, not only by the Town Clerk's Office but all city departments. The balance, \$34,052.00, to be transferred to Outside Services 1160.5334. \$20,000.00 to continue the project of Backfile Conversion of the land record books. This is the process of putting the images of each document into the land record system. My goal is the put 40 years of images into the land record system. This will match with the indexing, which goes back to 1968. The advantage of this is less wear and tear on the books and the images would be available on our internal systems and eventually the web. \$14,052.00 is the cost to upgrade the land record system. These projects are all technology upgrade and have been approved by Wade Anderson.

Please note that the Historic Document Reserve Account is for the Town Clerk's Office and must be used for the "preservation and management of historic documents".

I would appreciate you considering this on the March 2010 agenda.

cc: David W. St. Hilaire, Director of Finance  
Jean Natale, Legislative Assistant