



67

CITY OF DANBURY
155 DEER HILL AVENUE
DANBURY, CONNECTICUT 06810

DAVID W. ST. HILAIRE
DIRECTOR 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 *DW*
DATE: 7/26/2012
RE: CERTIFICATION OF FUNDS – HISTORIC DOCUMENT RESERVE ACCOUNT

As per the attached request from the Danbury Town Clerk, Lori A. Kaback, I hereby certify the availability of funding in the Historic Documents Reserve account.

Account 2.2129	Balance as of 6/30/12	\$269,319
	<u>This request</u>	<u>24,000</u>
	Available balance	\$245,319

Of this amount, \$20,000 will be transferred to account 1160.5338 (Town Clerk - Miscellaneous Services) to continue back-file conversion in conjunction with a grant through the Connecticut State Library. The remaining \$4,000 will be transferred to account 1160.5324 (Town Clerk – Printing and Binding) to recreate/repair damaged land record books.

Please contact me if you have any questions. Thank you.

DST/sk
Attach.
Cc: L. Kaback



6-1

CITY OF DANBURY
OFFICE OF THE TOWN CLERK
155 DEER HILL AVENUE
DANBURY, CONNECTICUT 06810

LORI A. KABACK, CCTC
TOWN CLERK

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

Memorandum

To: Hon. Mark D. Boughton and Members of the Common Council
From: Lori A. Kaback, CCTC, Town Clerk *LK*
Cc: David W. St. Hilaire, Director of Finance
Date: July 16, 2012
Re: Historic Document Reserve Account

The Town Clerk's Office has received a grant in the amount of \$6,500. With these funds I will continue the project of backfile conversion. I am requesting an additional \$20,000 from the Historic Document Reserve Account for a total of \$26,500. Volumes 976-729, date range of February 7, 1985 through March 28, 1991, of the land records will be scanned onsite. The vendor will electronically capture images of the Land Records Book specified above, import them for access via the "Search" feature in Cott's Resolution system, and create the necessary linkage to programmatically attach the images to the corresponding electronic index date. This will be a convenience for the public as well as the Town Clerk's Staff and other departments. Viewing of documents can be done at the computer versus actually going to the volumes. Also, this will save on the wear and tear of the volumes.

In addition, I would like to request \$4000 for our land record books. These books are currently falling apart. It is extremely important that these books be recreated/repared before we are no longer able to read the documents.

Therefore I am requesting a total of \$24,000 for the Historic Document Reserve Account to complete both projects.

I would appreciate you considering this on the August 2012 agenda.