

3



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

**DAVID W. 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 *DW*

DATE: December 18, 2013

**CERTIFICATION**

SUBJECT: Certification of Funds – Historic Documents Reserve Funds

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

Account 002-2400.2604	Balance as of 12/18/13	\$ 316,373
	This Request	- 19,040
	Available Balance	\$297,333

Funds will be transferred to the Town Clerks Office Equipment and Outside Services accounts for purchases to store historic materials and update the land record system.

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

DST/sk  
Attach.  
Cc: L. Kaback



3-1

**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 via the Common Council  
**From :** Lori A. Kaback, Town Clerk **LK**  
**Date:** December 2, 2013  
**Re:** Historic Document Reserve Account

---

I would like to request \$13,050.00 be appropriated from Historic Document Reserve Account 2.2129 to be transferred to Office Equipment 002.1160.5700.2700 to order 3 map cabinets and hanging strips to accommodate the maps which are filed in this office. Also we have been working on the old maps which are filed in draws and put them into the new hanging map files. See attached quote.

I would also like to request \$5,990.00 be appropriated from Historic Document Reserve Account 2.2129 to be transferred to Outside Services 002.1160.5300.2040 for Cott Systems to load index history to the land record system. Cott Systems is our land record system and they found this index history. See attached proposal.

Therefore the total amount requested from the Historic Document Reserve Account is \$19,040.00.

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 January 2014 agenda.

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