



CITY OF DANBURY
155 DEER HILL AVENUE
DANBURY, CONNECTICUT 06810

OFFICE OF THE TOWN CLERK
(203) 797-4531

JOSEPH L. SCOZZAFAVA
TOWN CLERK

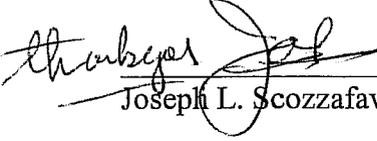
MEMORANDUM

To: Hon. Mark D. Boughton via the Common Council
From: Joseph L. Scozzafava, Town Clerk
Date: March 7, 2005
Re: Historic Document Preservation Grant
Cc: Dena Diorio, Director of Finance

Attached for your review is a resolution that allows the City of Danbury Town Clerk to apply for and accept grant money from the State of Connecticut, Office of Public Records Administrator. The grant is in the amount of \$12,000.00 and requires no local cash match.

1. This project was developed to assist in the conservation and preservation of Historic documents. Several of the files kept at the City of Danbury's Town Clerks office are old and beginning to show signs of aging.
2. "The objective of this project is to institute a continuing program for the preservation of deteriorating paper record in the town of Danbury, Ct. The Project strives to stabilize and preserve these original records as a useful information resource, and to insure their continued existence. The application of future technologies will be only successful if the original records are stabilized and preserved in the best possible form, since they represent the most legible image. The project further strives to preserve these artifacts as intrinsically valuable historic objects"
3. We now have a collection of volumes in excellent condition containing our older historic documents. They were originally deteriorating, and in terrible condition. Now the volumes readily accessible to genealogists who have praised the work that was done.
4. The City of Danbury has also taken this project into consideration and has expended thousands of dollars out of the General Fund to preserve maps and older land record volumes to microfilm.

Attached is a copy of the paperwork. The Common Council is requested to consider this resolution at its next meeting.


Joseph L. Scozzafava, Town Clerk

Attach.



RESOLUTION

CITY OF DANBURY, STATE OF CONNECTICUT

_____ A. D., 200__

RESOLVED by the Common Council of the City of Danbury:

WHEREAS, the State of Connecticut, Office of Public Records Administrator, will make grant funds available to municipalities through an Historic Documents Preservation Grant; and

WHEREAS, the State of Connecticut, Office of Public Records Administrator, will award these funds to the City of Danbury Town Clerk's office for use in Historic Document Preservation; and

WHEREAS, the City of Danbury is eligible to receive funds up to \$12,000.00; and

WHEREAS, no local cash match is required.

NOW, THEREFORE, BE IT RESOLVED THAT Mark D. Boughton, as Mayor of the City of Danbury, or the Town Clerk as his designee, is hereby authorized to sign any documents necessary to effectuate the purposes of said grant application and receipt of such grant.

CITY OF DANBURY, CT – LAND RECORDS PRESERVATION

PROJECT SUMMARY

The project entails the conservation treatment and preservation of selected municipal records for the City of Danbury. Records identified for treatment meet several criteria including poor condition, intrinsic historic value, legal value, permanent retention requirement, and irreplaceable information resource. Records described in this proposal are designated as land records. On site evaluation and testing of these documents has revealed these records to be deteriorated from nearly of century of acid hydrolysis and handling. And are on poor quality paper.

The project includes transportation, insurance, and conservation treatment of land record volumes in a manner consistent with generally accepted conservation practice.

OBJECTIVE

The objective of this project to institute a continuing program for the preservation of deteriorating paper records in the City Of Danbury. The project strives to stabilize and preserve these original records as a useful information resource, and to insure their continued existence. The application of future technologies will only be successful if the original records are stabilized and preserved in the best possible form, since they represent the most legible image. The project further strives to preserve these artifacts as intrinsically valuable historic objects.

WORK PLAN

1. Transportation of land records to laboratory.
2. Inspection, logging, and control

**HISTORIC DOCUMENTS PRESERVATION
GRANT APPLICATION - FY2006
Connecticut Municipalities
GP-001 rev.**



**STATE OF CONNECTICUT
Connecticut State Library
231 Capitol Ave., Hartford, CT 06106
PUBLIC RECORDS ADMINISTRATOR**

Name of Municipality: **Danbury**

Title and Name of Municipal CEO: **Mark D. Boughton, Mayor**

Address: **155 Deer Hill Avenue, Danbury, Conn. 06810**

Phone: **797-4511**

FAX: **796-1666**

e-mail:-----

Name of Town Clerk: **Joseph L. Scozzafava**

Check if Designated Applicant

Phone: **797-4531**

FAX: **796-8086**

e-mail: **j.scozzafava@ci.danbury.ct.**

Grant Contract Period (Check One):

Cycle 1 Begin: 8/1/05 End: 6/30/06

Cycle 2 Begin: 1/1/06 End: 6/30/06

Maximum Grant Allowed:

\$ 7,000

Small Municipality

(population less than 25,000)

\$12,000

Medium Municipality

(population between 25,000 and 99,999)

\$17,000

Large Municipality

(population 100,000 or greater)

Amount Requested:

\$12,000.00

Primary Grant Category (check one):

Inventory and Planning

Organization and Indexing

Program Development

Storage and Facilities

Preservation/Conservation

Project Summary/Objectives:

Work Plan (Timetable of grant activities; vendor and/or staff duties. Attach additional sheets if necessary):

Budget Summary ¹	Grant Funds (A)	Local Funds (B)	Total Funds (A+B)
1. Vendor in process of bidding	\$	\$	\$
2. Supplies/Equipment	\$	\$	\$
3. Personnel Costs (Temporary help or additional hours)	\$ ²	\$ ³	\$
4. Printing of Final Report (Planning grants only)	\$	\$	\$
TOTAL	\$ 12,000.00	\$	\$ 12,000.00

¹ Please attach a detailed budget including an itemized list of items cover by the grant with a total and a copy of any vendor quote(s).

² Base pay only for personnel hired directly by the municipality. Personnel costs for Vendors should be listed under Vendor.

³ Personnel taxes and benefits if grant funds used for base pay.