

City of Danbury
 155 Deer Hill Avenue
 Danbury, CT 06810-7769

David W. St. Hilaire
 DIRECTOR OF FINANCE

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

M E M O R A N D U M

DATE: 8/23/07
TO: HON. MARK D. BOUGHTON VIA THE COMMON COUNCIL
FROM: DAVID W. ST. HILAIRE, DIRECTOR OF FINANCE, *DST*
RE: RESOLUTION-SAVINGS-HISTORICAL DOCUMENTS GRANT

Attached for your review is a resolution that will allow the City of Danbury Town Clerk to apply for and accept funding from the State of Connecticut, Office of Public Records Administrator through the Connecticut State Library for the preservation of documents.

This grant, in the amount of \$12,000, will be available 1/1/2008 through 6/30/2008.

The Common Council is respectfully requested to consider this resolution at its next meeting.

DWS/sk

cc: Lori Kaback, Town Clerk

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

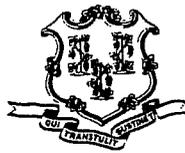
WHEREAS, the State of Connecticut, Office of Public Records Administrator, will award these funds to the City of Danbury Town Clerk's office for use in Historic Document Preservation; and

WHEREAS, the City of Danbury is eligible to receive funds up to \$12,000.00 on or about January 1, 2008; 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.

**HISTORIC DOCUMENTS PRESERVATION
TARGETED GRANT APPLICATION -
FY2008
Connecticut Municipalities
GP-001 rev.**



15-2
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		
Phone: 203-797-4511	FAX:	e-mail:	
Name of Town Clerk:	Lori A. Kaback	Check if Designated Applicant <input type="checkbox"/>	
Phone: 203-797-4530	FAX: 203-796-8087	e-mail: l.kaback@ci.danbury.ct.us	

Grant Application Deadline: Cycle 1 April 30, 2007
Cycle 2 September 30, 2007

Grant Period: The grant period begins upon receipt of the signed contract. All grants must be completed by June 30, 2008.

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:

Grant Category(ies): Inventory and Planning Organization and Indexing
Program Development Storage and Facilities
Preservation/Conservation

Budget Summary ¹	Grant Funds (A)	Local Funds (B)	Total Funds (A+B)
1. Consultant(s)/Vendor(s) (Attach copy of any vendor quotes to detailed budget)	\$12,000.	\$9,058.	\$21,058.
2. Equipment (Total cost for approved items, i.e. shelving)	\$	\$	\$
3. Supplies (Total cost for approved items, i.e. archival supplies)	\$	\$	\$
4. Town Personnel Costs (Staff hired for this project or additional hours for existing staff)	\$ ²	\$ ³	\$
5. Printing of Final Report (Planning Grants only)	\$	\$	\$
6. Other (please identify on a separate sheet)	\$	\$	\$
TOTAL	\$12,000.	\$9,058.	\$21,058.

Detailed Budget: On a separate sheet provide an itemized list of expenses to be paid for by the grant. Group by the budget areas listed in the above table with a total for each. Include copies of any vendor quotes.

¹ Please attach a detailed revised budget on a separate sheet showing the original item(s), cost(s) and the revised figures with a total.

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

³ Personnel taxes and benefits paid by the municipality if grant funds used for base pay.



15-3

CITY OF DANBURY

155 DEER HILL AVENUE
DANBURY, CONNECTICUT 06810

LORI A. KABACK
TOWN CLERK

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

August 17, 2007

Project Summary:

1. We will continue with the organization and indexing of the grantor and grantee indexes from January 1, 1988 thru December 31, 1998. The indexes will be done in archival style with canvas-covered volumes and printed on 100% archival paper with armite tabs and a directory of names incased in protective mylar sheets.

Vendor:

2. Cott Systems- The City of Danbury will also be getting bids from other vendors.

Accomplishment:

3. By putting the indexes on archival paper and in canvas-covered volumes, it will preserve the indexes. The previous years indexes are completed. The goal is to do this each year until all indexes are in archival form.



PRINTOUT PROPOSAL

DATE PROPOSED: AUGUST 16, 2007 ACCT NO.: # 1370 WORK SITE: DANBURY, CT.

Your proposed Hard Copy Printout includes several COST items that must be considered. ESTIMATED prices to provide each related item are detailed below and can be used as a guide for financial planning.

Title of Index: INDEX TO LAND RECORDS

Source of Data: FROM CUSTOMER'S RESOLUTION SYSTEM

Title Frame: FROM JANUARY 1, 1988 THROUGH DECEMBER 31, 1992

Number of Books: 18 Volumes (9 Grantor/9 Grantee)

Directory: X Yes _____ No

Style: _____ Family Name 42 Phone Book

Size: _____ 8-1/2F x 15 _____ 18 x 15 X Other [8 1/2 x 14]

Remarks: CLOSED, ARCHIVAL STYLE INDEX, DELIVERED AS CANVAS COVERED VOLUMES, PRINTED ON 100% ARCHIVAL PAPER, WITH PERMAFLEX TABS AND A DIRECTORY OF NAMES ENCASED IN PROTECTIVE MYLAR SHEETS.

Shipment F. O. B. Worthington, OH

*Plus all applicable taxes. Price as quoted is good for 60 days from the date of this agreement.

TOTAL ESTIMATED COSTS: \$ 10,115.00

Signed: _____
Jodie Bare
Director, Professional Services
Cott Systems, Inc

Signed: _____
Danbury, Ct. - Town Clerk

Name: _____
Title: _____

Date: _____

Date: _____

Quote prepared by: _____
Martin Farenkopf
Bindery Solutions Mgr.
Cott Systems, Inc.



PRINTOUT PROPOSAL

DATE PROPOSED: AUGUST 16, 2007 ACCT NO.: # 1370 WORK SITE: DANBURY, CT.

Your proposed Hard Copy Printout includes several COST items that must be considered. ESTIMATED prices to provide each related item are detailed below and can be used as a guide for financial planning.

Title of Index: INDEX TO LAND RECORDS

Source of Data: FROM CUSTOMER'S RESOLUTION SYSTEM

Title Frame: FROM JANUARY 1, 1993 THROUGH DECEMBER 31, 1998

Number of Books: 20 Volumes (10 Grantor/10 Grantee)

Directory: X Yes No

Style: Family Name 42 Phone Book

Size: 8-1/2F x 15 18 x 15 X Other [8 1/2 x 14]

Remarks: CLOSED, ARCHIVAL STYLE INDEX, DELIVERED AS CANVAS COVERED VOLUMES, PRINTED ON 100% ARCHIVAL PAPER, WITH PERMAFLEX TABS AND A DIRECTORY OF NAMES ENCASED IN PROTECTIVE MYLAR SHEETS.

Shipment F. O. B. Worthington, OH

*Plus all applicable taxes. Price as quoted is good for 60 days from the date of this agreement.

***** TOTAL ESTIMATED COSTS: \$ 10,943.00 *****

Signed: Jodie Bare Director, Professional Services Cott Systems, Inc

Signed: Danbury, Ct. - Town Clerk Name: Title:

Date:

Date:

Quote prepared by: Martin Farrenkopf Bindery Solutions Mgr. Cott Systems, Inc.