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

**DAVID W. ST. HILAIRE**  
**DIRECTOR FINANCE**

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

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**M E M O R A N D U M**

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**DATE:** 8/21/14  
**TO:** HON. MARK D. BOUGHTON VIA THE CITY COUNCIL  
**FROM:** DAVID W. ST. HILAIRE, DIRECTOR OF FINANCE *DST*  
**RE:** **RESOLUTION-HISTORIC DOCUMENTS-TOWN CLERK**

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The Connecticut State Library has once again offered an opportunity to the City of Danbury to apply for funding through its FY 2015 Targeted "Historic Documents Preservation Program".

This grant opportunity will allow the Town Clerk's Office to purchase necessary shelving for storage of land record books. This shelving will allow for better preservation of these books.

This funding request is for an amount not to exceed \$7,500 and is to be used by June 30, 2015. Based on revenue collected in the Town Clerk's Office, funds up to \$50,000 have been reserved in FY 14/15 budget line item 002.1160-5300.2195(Miscellaneous Services) to be used for document preservation. The Town Clerk proposes using \$18,375 of these funds for this project.

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

Attach.

DST/sk



# RESOLUTION

CITY OF DANBURY, STATE OF CONNECTICUT

\_\_\_\_\_ A.D. 2014

**RESOLVED** BY THE CITY COUNCIL OF THE CITY OF DANBURY

**WHEREAS**, the Connecticut State Library has made a funds available through its FY 2015 'Historic Documents Preservation Grant' program; and

**WHEREAS**, for the purposes of this program, the City of Danbury is considered to be a 'medium municipality' and is eligible to request funding not to exceed \$7,500; and

**WHEREAS**, if awarded, this funding will be used with FY 14/15 budget funding to purchase shelving for storage of land record books.

**NOW THEREFORE, BE IT RESOLVED THAT** Mayor Mark D. Boughton, Mayor of the City of Danbury, is hereby authorized to sign any documents necessary to effectuate the purposes of said grant application and execute on behalf of the City of Danbury all contracts, agreements or amendments and to take all actions necessary to accomplish the purposes of this funding.



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**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

April 4, 2012

**Narrative**

1. This grant will be used to purchase new shelving for the land record books located in the vault. Currently we have approximately 400 books being stored up and down on the shelves rather than lying flat on rolling shelves. The books are getting destroyed and this will cost the city money to reprint them. Also, we are out of shelves to accommodate any new land record books.
2. Attached is a quote from Dupont Storage Systems. Dupont will deliver, assemble and handle of all the books and loading onto new shelving. Work will be done during normal working hours.
3. Once the new shelving is in place, our old books can be stored correctly. This will prevent the damage to the books, therefore saving the city money by not having to reprint the damaged books. With the additional shelving our new land record books will have a place to be stored.

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7/28/14

Lori Kaback  
Danbury City Hall  
155 Deer Hill Avenue  
Danbury, CT 06810

Dear Lori,

Thanks for the continued support of Dupont Storage Systems and the time you spent with me reviewing your vault. We have completed the design with the added units and the special features you requested to meet the needs of storing your highly valued material. I am pleased to present the proposal for the system we discussed.

Below is the pricing detail using the Connecticut State Contract 12PSX0030:

Left Back Wall Area Convert Existing Shelving to Roller Style  
Land Shelving System Roller Style Conversion  
Shelving (4) units @ 48"L x 12"D x 121"H (21 roller openings)  
Shelving (1) unit @ 36"L x 12"D x 121"H (21 roller openings)

Center Isle Area (B) Shelving Roller Style  
Shelving (6) units @ 42"L x 15"D x 76"H (15 – 16 roller openings)

Project Price: \$25,875.00

Color: Review Chart Warranty: 5 years parts 1 year labor

Prices include equipment, freight, delivery and assembly. Also includes handling all the books and loading onto new shelving. Work to be done during normal working hours.

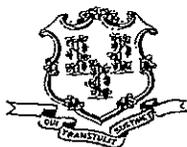
We look forward to working with you on this project and servicing all your storage needs. Please contact me @ 203-206-1958 at any time.

Sincerely,

Ronald Keith  
Dupont Storage Systems

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**APPLICATION**  
**TARGETED GRANT FY 2015**  
Historic Documents Preservation Program  
Connecticut Municipalities  
GP-001 (rev. 12/11)



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

*This form may be completed and printed for submission at <http://www.ctstatelibrary.org/organizational-unit/public-records>*

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**Name of Municipality:** **Danbury**

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

**Phone with Area Code:** 203-797-4511      **FAX:**

**Email:** m.boughton@danbury-ct.gov

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**Name of Town Clerk:** **Lori A. Kaback**      **Title:** **Town Clerk**

**Phone with Area Code:** 203-797-4530      **FAX:** 203-796-8087

**Email:** l.kaback@danbury-ct.gov      **Check if Designated Applicant:**

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**TC Mailing Address:** 155 Deer Hill Avenue, Danbury, CT 06810

**MCEO Address if Different:**

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**Grant Application Deadline:**     Cycle 1: April 30, 2014       Cycle 2: September 30, 2014

**Grant Contract Period:**    The contract period begins after July 1, 2014 AND receipt of the fully executed contract. Grant projects must be completed and funds expended by June 30, 2015.

<b>Maximum Grant Allowed:</b>	\$5,000	Small Municipality	Population less than 25,000
	\$7,500	Medium Municipality	Population between 25,000 and 99,999
	\$10,500	Large Municipality	Population of 100,000 or greater

**Amount Requested:**    \$ 7,500.

**Grant Category(ies):**

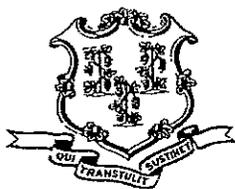
<input type="checkbox"/> Inventory and Planning	<input type="checkbox"/> Organization and Indexing
<input type="checkbox"/> Program Development	<input checked="" type="checkbox"/> Storage and Facilities
<input type="checkbox"/> Preservation/Conservation	

Budget Summary	Grant Funds (A)	Local Funds (B)	Total Funds (A+B)
<b>1. Consultants/Vendors</b> (Total cost for all consultants and vendors)	\$ 7,500	\$ 18,375	\$ 25,875
<b>2. Equipment</b> (Total cost for eligible items, i.e. shelving)	\$	\$	\$
<b>3. Supplies</b> (Total cost for eligible items, i.e. archival supplies)	\$	\$	\$
<b>4. Town Personnel Costs</b> (Total cost for all town personnel)	<sup>1</sup> \$	<sup>2</sup> \$	\$
<b>5. Other</b> (Please specify on a separate sheet)	\$	\$	\$
<b>6. TOTAL</b>	\$ 7,500	\$ 18,375	\$ 25,875

<sup>1</sup> Base pay only for personnel hired directly by the municipality. Personnel costs for vendors should be listed under Consultants/Vendors.  
<sup>2</sup> Personnel taxes and benefits must be paid by the municipality if grant funds used for base pay.

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# Office of the Public Records Administrator



## **Targeted Grants:** Application and Guidelines

**FY 2015**

## Historic Documents Preservation Grant Program

Connecticut State Library  
Hartford, Connecticut  
February 1, 2014

I. INTRODUCTION

As we enter the fourteenth year of the Historic Documents Preservation Grant Program, the program's benefits are evident as citizens, historians, title searchers and lawyers visit municipalities throughout Connecticut. The program continues to assist municipalities in making significant progress in preserving, maintaining, and accessing their most valuable records. Since its inception, the grant program has awarded 1,903 targeted, competitive and disaster recovery grants totaling \$13,233,401.

After evaluating the fund status and income projections for the remainder of this fiscal year, the State Librarian and the agency's fiscal administrator determined that grant levels could be increased slightly for FY 2015. After further discussion with the Advisory Committee, it was decided to increase the grant awards by \$1,000 in each size category. The awards will be \$5,000, \$7,500 and \$10,500 for small, medium and large towns, respectively. Grant award levels are determined each year based on available funding.

There is a concern in the upcoming year about potential losses in revenue that the program may experience due to legislation adopted in the last legislative session. Under Public Act 13-184, recording fees were increased for documents with nominees and new distribution requirements were set for those fees. Rather than maintaining the existing distribution requirement for the historic documents preservation fee, the fee was instead folded into new state and local distributions. The State Library is continuing to monitor the potential loss of revenue.

The grant program has allowed towns to complete a wide range of projects over the years, resulting in significant improvements to the preservation and management of municipal records. We have seen that many more types of public records throughout town halls have been preserved and made more accessible to citizens across the state.

The grant staff and I look forward to working with you during FY 2015.



LeAnn R. Power, CRM  
Public Records Administrator  
January 31, 2014

## II. PROGRAM SCOPE

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Sections 11-8i through 11-8n of the *Connecticut General Statutes* authorize the creation of a dedicated fund and a grant program utilizing that fund to enhance or improve the preservation and management of historic documents.

The statute imposes an additional fee of three dollars for the recording of land records, including deeds and mortgages. Each month, town clerks forward two dollars of this fee to the State Library for deposit into the Historic Documents Preservation Account. The Office of the Public Records Administrator oversees this account and administers the grant program for Connecticut's municipalities to help them enhance or improve the preservation and management of their records as well as to provide training and technical assistance.

Three types of grants have been established under the Historic Documents Preservation Program: Targeted Grants, Competitive Grants, and Disaster Recovery Grants.

The total amount of funds available for grants depends in part on the number of documents recorded the previous year. This amount will vary with the state of the economy, which in turn affects housing sales and thus the recording of deeds and mortgages, and cannot be predicted with certainty. Targeted Grants receive priority funding from the program. In the event that there is insufficient funding in any given year for both Targeted and Competitive Grants, only Targeted Grants will be offered. For FY 2015, Competitive Grants will not be offered. Disaster Recovery Grants will be offered, subject to the availability of funds at the time of application.

**Targeted Grants** focus on records projects for one or more departments. Every municipality in good standing that submits a properly completed application for an eligible project by the appropriate deadline is eligible to receive a Targeted Grant from the fund.

**Competitive Grants** focus on broader records management or archival management projects that are implemented for a significant number of departments or town-wide. These grants are awarded on a competitive basis, based on the merits of the application.

**Disaster Recovery Grants** are intended to help defray records recovery costs not covered by insurance in the event of a natural or man-made disaster affecting essential, permanent, or archival records in any municipal department.

Grant project categories are based on pre-established areas of greatest need as determined by the Public Records Administrator.

The State Library encourages local government officials to attend the grant training workshops offered periodically by the grants staff or as part of the Town Clerks School or Town Clerks Association meetings. In addition, the staff is available to provide assistance to applicants before the application deadline.

This booklet outlines the policies and procedures that govern the Targeted Grant program and includes the application and final report forms. These guidelines and forms are also available on the State Library website at <http://www.ctstatelibrary.org/public-records-programs/historic-documents-preservation-program>.

The information contained in this booklet is current as of the date of issuance and is subject to change.