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CITY OF DANBURY
155 DEER HILL AVENUE
DANBURY, CONNECTICUT 06810

DAVID W. ST. HILAIRE
DIRECTOR OF FINANCE

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

M E M O R A N D U M

DATE: 7/28/08
TO: HON. MARK D. BOUGHTON VIA THE COMMON COUNCIL
FROM: DAVID W. ST. HILAIRE, DIRECTOR OF FINANCE *DST*
RE: RESOLUTION-HISTORICAL DOCUMENTS GRANT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 1/1/09 through 6/30/09.

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

Attach.

DWS/sk

Cc: L.Kaback

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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 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, 2009; 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.

Targeted Grant Application: FY 2009
 Historic Documents Preservation Program
 Connecticut Municipalities
 GP-001 (Rev. 11/07)



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

This form may be completed and printed for submission at www.cslib.org/publicrecords/histdoc/grantforms.htm.

Name of Municipality: Danbury
 Title and Name of Municipal CEO: Mark D. Boughton
 Name of Town Clerk: Lori A. Kaback Check if Designated Applicant
 Mailing Address: 155 Deer Hill Avenue
 Danbury, CT 06810
 Phone: 203-797-4531 FAX: 203-796-8087 Email: l.kaback@ci.danbury.ct.us

Grant Application Deadline: Cycle 1 April 30, 2008
 Cycle 2 September 30, 2008

Grant Period: The grant period begins after July 1, 2008 AND receipt of the signed contract.
 All grants must be completed by June 30, 2009.

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:

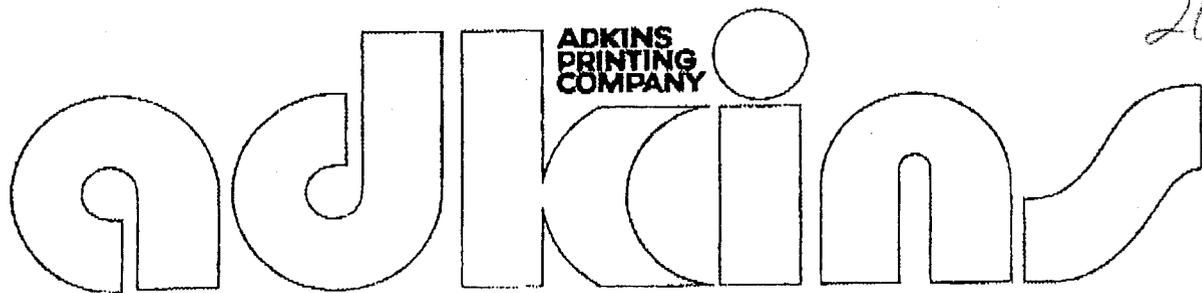
Grant Category(ies): Inventory and Planning Organization and Indexing
 Program Development Storage and Facilities
 Preservation/Conservation

Budget Summary	Grant Funds (A)	Local Funds (B)	Total Funds (A+B)
1. Consultant(s)/Vendor(s) (Total cost for consultants or vendors)	\$12,000	\$	\$12,000
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 (Total cost, staff hired for project or added hours for existing staff)	\$ ¹	\$ ²	\$
5. Printing	\$	\$	\$
6. Other (please identify on a separate sheet)	\$	\$	\$
TOTAL	\$12,000	\$	\$12,000

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. Also attach copies of any vendor quotes.

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

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40 SOUTH STREET, P.O. BOX 2440, NEW BRITAIN, CT 06050-2440

Tel: 1-800-807-3981

Toll Free Fax: 1-800-807-3975

E-mail: isulewski@aol.co

JOB ESTIMATE

Client: Danbury Town Clerk

Contact: Lori A. Kaback

Title of Job: Microfilming of Land Record Volumes 1 - 51

The Town of Danbury has old land record books that need to be microfilmed for security. Each volume will be microfilmed on to 35 mm archival microfilm.

Adkins will pick up several volumes each week until the process is completed.

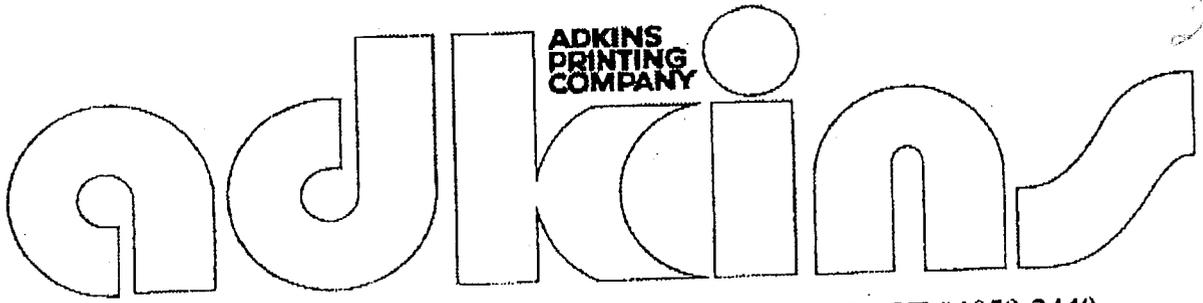
Each volume has approximately 750 pages (includes index).

Microfilming of Vol. 1 through 51 @ \$125/each.....\$6,375

TOTAL: \$6,375

Signed: _____ *Irene Sulewski* _____ Date: 7/23/08
 Irene Sulewski, Municipal Account Specialist

Signed: _____ _____ Date: _____
 Danbury Town Clerk



40 SOUTH STREET, P.O. BOX 2440, NEW BRITAIN, CT 06050-2440

Tel: 1-800-807-3981

Toll Free Fax: 1-800-807-3975

E-mail: isulewski@aol.com

JOB ESTIMATE

July 24, 2008

Client: Danbury Town Clerk

Title of Job: Scanning of land records on to compact disks for back-file conversion and instructing the Town Clerk's staff on merging each instrument to Land Record Index.

Work Plan: Adkins will scan each page of 83 volumes of Danbury Land Records at 300 dpi (dots per inch), creating TIFF Group 4 images. Adkins will teach (at no charge) the town clerk's staff to merge each instrument with the current land record index on the town clerk's computer system.

The price is \$0.06 (six cents) per page. Each 1,200 page volume will cost \$72.00

83 volumes of land records scanned @ \$0.06/pg.....\$5,976

Total Cost - \$5,976

Signed:  Date: 7/24/08
 Irene Sulewski, Municipal Account Specialist



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CITY OF DANBURY
155 DEER HILL AVENUE
DANBURY, CONNECTICUT 06810

LORI A. KABACK
TOWN CLERK

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

July 25, 2008

Narrative Description

1. This project I would like to work on two items. The first project would be to microfilm volume 1 through 51 of the land records. These volumes have never been microfilmed and for security it must be done. This would create a back up. The second project would be to scan our old volumes into our land record system. Currently not all images are available to view on the system. This would begin our project of getting the images viewable on the system.
2. Currently I have an estimate from Adkins Printing Company but the City of Danbury will also be getting bids from other vendors.
3. The first project of microfilming the volumes would accomplish security for the City. If something were to happen with these volumes, we would be able to recreate the volumes. The second project of getting the images into the land record system would accomplish the start of bringing our land records system up to date. This would also be a convenience for the public as well as the Town Clerk's staff and other departments. Viewing of documents could be done at the computer versus actually going to the volumes.