



19

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

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

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

---

---

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

---

---

**DATE:** 3/20/12  
**TO:** HON. MARK D. BOUGHTON VIA THE CITY COUNCIL  
**FROM:** DAVID W. ST. HILAIRE, DIRECTOR OF FINANCE *DWS*  
**RE:** **RESOLUTION-HISTORIC DOCUMENTS PRESERVATION GRANT**

---

Attached for your review is a resolution that will allow the City of Danbury to apply for and accept funding through the Connecticut State Library's "2013 Historic Documents Preservation Grant Program".

This funding request, not to exceed \$6,500, will be used in conjunction with fees collected in the Town Clerks office that are available in the 'Historic Document Reserve' account to continue document preservation.

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

Attach.

DWS/sk



# RESOLUTION

CITY OF DANBURY, STATE OF CONNECTICUT

\_\_\_\_\_ A.D. 2012

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

**WHEREAS**, the Connecticut State Library has made funds available through its "Historic Documents 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 \$6,500; and

**WHEREAS**, if awarded, this funding will be used in conjunction with reserve funding by the City of Danbury Town Clerk to continue converting older documents so they can be accessed through the current electronic system.

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



19-2

**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

March 5, 2012

**Narrative Description**

1. I will be continuing our backfile conversion project. The cost of this phase of the project will be \$26,500 with \$6500 coming from the grant and \$20,000 from the Historical Document Reserve Account. This is the process of scanning our old volumes into our land record system. Cott Systems will electronically capture and catalog images of the record books, import them for access via the "Search" feature in Cott's Resolution system, and create the necessary linkage to programmatically attach the images to the corresponding electronic index date. Currently our images go back to the beginning of 1991. This is an ongoing project.
2. This would be a sole source, since we use Cott Systems for our land records system. Cott has done this project in the past and we are very happy with their work.
3. The project of getting the images into the land record system will continue the process 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.

## IV. ELIGIBILITY REQUIREMENTS

---

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.

A municipality is eligible to apply for one Targeted Grant per year. A municipality that applies for a Disaster Recovery Grant remains eligible to apply for a Targeted Grant in the same year.

A municipality is in good standing provided that:

- The municipality has submitted the required *Monthly Document Recording Reports* (GP-005 rev.) with the appropriate payments to the State Library.
- The municipality has met all requirements for any past grant it has received from the program. Note that a municipality **may** apply for a grant for the upcoming fiscal year before completing its grant for the current fiscal year, provided that it continues to meet its current obligations by the appropriate deadlines.

Any municipality that is more than two consecutive months behind in its monthly filings or has outstanding obligations for any past grant is ineligible to apply for a grant until all requirements have been met. In addition, the State Library will not release grant funds to a municipality that fails to submit the required monthly filings after a grant has been awarded.

## V. FUNDING LEVELS

---

The amount of a Targeted Grant award is determined by a town's population as of the latest published U.S. Census figures.

For this grant year, the following maximum amounts will be distributed:

• Small Municipality	Population less than 25,000	<b>\$4,000</b>
• Medium Municipality	Population between 25,000 and 99,999	<b>\$6,500</b>
• Large Municipality	Population of 100,000 or over	<b>\$9,500</b>

## VI. FUNDING PRIORITIES

---

For FY 2013, the following areas of need will receive priority funding:

- Assessment of current practices in the areas of preservation, records management, disaster preparedness, environmental control, or facilities design, with recommendations for improvements.
- Increased organization and access to town records through improved physical order or indexing, updated records management software, or other information technology.
- Improved records management and/or historic preservation practices within municipal departments.
- Improved records storage, maintenance and security through the purchase of appropriate equipment.