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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

Memorandum

To: Hon. Mark D. Boughton via the Common Council
From : Lori A. Kaback, Town Clerk *LK*
Date: December 18, 2007
Re: Historic Document Reserve Account

The Town Clerk's office needs two map cabinets to store our maps. The total costs of the cabinets are approximately \$4500.00. Therefore, I am requesting that \$4500.00 be appropriated from Historic Document Reserve Account 2.2129 to Office Equipment 1160.5701. As of November 30, 2007 the balance in the Historic Document Reserve Account is \$190,053.

I would appreciate you considering this on the January 2008 agenda.

cc: David W. St. Hilaire, Director of Finance



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DAVID W. ST. HILAIRE
DIRECTOR OF FINANCE

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

MEMORANDUM

TO: Mayor Mark D. Boughton via the Common Council

FROM: David W. St. Hilaire, Director of Finance *DWS*

DATE: December 19, 2007

CERTIFICATION

SUBJECT: Certification of Funds – Historic Document Reserve Account

As per the attached request from Town Clerk Lori Kaback, I hereby certify the availability of \$4,500.00 to be transferred from the Historic Document Reserve Account 2.2129 to the Town Clerk's Office Equipment line item, Account 1160.5701, for the purchase of two map cabinets.

Should you have any questions, please call me at 797-4652.

DWS/jgb

Attach.

cc: Lori Kaback, Town Clerk