



# CITY OF DANBURY

155 DEER HILL AVENUE  
DANBURY, CONNECTICUT 06810

DENA DIORIO  
DIRECTOR OF FINANCE

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

## Memorandum

**To:** Hon. Mark D. Boughton via the Common Council  
**From:** Dena Diorio, Director of Finance & Personnel *duo*  
**Date:** 8/26/2006  
**Re:** RESOLUTION-HISTORICAL DOCUMENTS GRANT

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Attached for your review is a resolution that will allow the City of Danbury, Town Clerk's Office, to apply for and accept funding from the State of Connecticut Office of Public Records Administrator in the use of historical document preservation. This funding, in the amount of \$12,000, will be used for archival indexing of records. The grant period covers 1/1/07-6/30/07.

The Common council is requested to consider this resolution at its next meeting. If you have any questions or require further information, please contact my office at 797-4652.





## 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, 2007; 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.



# CITY OF DANBURY

155 DEER HILL AVENUE  
DANBURY, CONNECTICUT 06810

LORI A. KABACK  
TOWN CLERK

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

August 21, 2006

### **Project Summary:**

1. This project entails the organization and indexing of the grantor and grantee indexes from January 1, 1983 through December 31, 1987. 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.





<b>Name of Municipality:</b> Danbury		
<b>Title and Name of Municipal CEO:</b> Mark D. Boughton, Mayor		
<b>Address:</b> 155 Deer Hill Avenue Danbury, CT 06810		
<b>Phone:</b> 203-797-4511	<b>FAX:</b>	<b>e-mail:</b>
<b>Name of Town Clerk:</b> Lori A. Kaback		<b>Check if Designated Applicant</b> <input type="checkbox"/>
<b>Phone:</b> 203-797-4530	<b>FAX:</b> 203-796-8087	<b>e-mail:</b> l.kaback@ci.danbury.ct.us

**Grant Contract Period (Check One):** Cycle 1  Begin: 8/1/06 End: 6/30/07  
Cycle 2  Begin: 1/1/07 End: 6/30/07

**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 Categories:**

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

Budget Summary	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.	\$	\$ 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 (Temporary help or additional hours)	\$ <sup>1</sup>	\$ <sup>2</sup>	\$
<b>TOTAL</b>	\$ 12,000.	\$	\$ 12,000.

**Narrative Description** (On a separate sheet, please answer the following):

- Describe the project(s). Identify the specific records (type, dates, volumes, etc.) involved, what will be done and why.  
(A vendor prospectus may not be used in place of the applicant's own words)
- Identify the vendor(s) or employee(s) to be involved in the project. (For individuals, include job title(s) and estimated number of work hours.) Describe the duties assigned to each person.
- Describe what the town hopes to accomplish with the grant and how it will impact the records, the office and the town.

**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.

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

**Certified Resolution (Step 1):**

I, \_\_\_\_\_ (name), Town Clerk of the Municipality of \_\_\_\_\_, do hereby certify that the following is a true and correct copy of a resolution duly adopted at a meeting of the Town Council / Board of Selectmen / Board of Aldermen (*select one*) duly held and convened on \_\_\_\_\_ (day of month) of \_\_\_\_\_ (month), \_\_\_\_\_ (year), at which a constituted quorum of the Town Council / Board of Selectmen / Board of Aldermen (*select one*) was present and acting throughout.

RESOLVED: That \_\_\_\_\_ (name of MCEO), \_\_\_\_\_ (title), or the Town Clerk as his/her designee is empowered to execute and deliver in the name of and on behalf of this municipality, an application and contract with the State Library for an Historic Document Preservation Grant.

In witness thereof, the undersigned has affixed his/her signature and the town seal this \_\_\_\_\_ (day of month) of \_\_\_\_\_ (month), \_\_\_\_\_ (year).

\_\_\_\_\_  
Signature of Town Clerk



**Designation of Town Clerk as Applicant (Step 2):**

This section to be completed only if the MCEO wishes to designate the Town Clerk to make the application for the grant and enter into a contract.

I hereby designate, \_\_\_\_\_, the Town Clerk, as the agent for making the above application.

\_\_\_\_\_  
Signature of MCEO

\_\_\_\_\_  
Date (*must be same as or later than above date*)

**Certification of Application (Step 3):**

I hereby certify that the statements contained in this application are true and that all eligibility requirements as outlined in the *Grant Guidelines 2006-2007* have been met. If this grant is awarded I agree to comply with the terms and conditions of the grant contract as outlined in this document.

\_\_\_\_\_  
Signature of MCEO (or Town Clerk if Designated Applicant)

\_\_\_\_\_  
Date (*must be same as or later than above date*)

\_\_\_\_\_  
Typed name of MCEO (or Town Clerk if Designated Applicant)

**Certification of Resolution (Step 4):**

I certify that the above resolution remains in full force and effect.

\_\_\_\_\_  
Signature of Town Clerk

\_\_\_\_\_  
Date (*must be same as or later than above date*)

**State Library Use Only**

Grant Disposition:

Approved   
Denied

Grant Award: \$ \_\_\_\_\_ Grant Number: \_\_\_\_\_

\_\_\_\_\_  
Signature (Public Records Administrator)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature (State Librarian)

\_\_\_\_\_  
Date



PRINTOUT PROPOSAL

DATE PROPOSED: AUGUST 3, 2006 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, 1983 THROUGH DECEMBER 31, 1987

Number of Books: 24 Volumes (12 Grantor/12 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 ARMITE 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.

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TOTAL ESTIMATED COSTS: \$ 12,630.00

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

Signed: \_\_\_\_\_  
Danbury, Ct. - Town Clerk  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

Date: 8.3.06

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