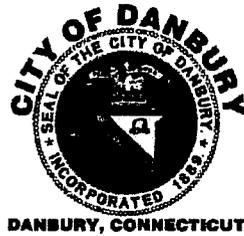


8



City of Danbury
155 Deer Hill Avenue
Danbury, CT 06810-7769

David W. St. Hilaire
DIRECTOR OF FINANCE

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

M E M O R A N D U M

DATE: 8/23/07
TO: HON. MARK D. BOUGHTON VIA THE COMMON COUNCIL
FROM: DAVID W. ST. HILAIRE, DIRECTOR OF FINANCE *DWS*
RE: FUNDING REQUEST FOR TOWN CLERK

I hereby certify the availability of \$9,058 to fund archival indexing for the Town Clerk's Office per the attached request.

The funds will come from the Historic Document Reserve Account 2.2129. The accrued balance in this account as of July 31, 2007 is \$178,851.

The funds will be placed into the following line item:

1160.5324-Town Clerk Printing and Binding \$9,058

Please feel free to contact me should you require any additional information. Thank you.

Attach.

DWS/sk



8-1

CITY OF DANBURY
155 DEER HILL AVENUE
DANBURY, CONNECTICUT 06810

LORI A. KABACK
TOWN CLERK

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

August 17, 2007

David W. St. Hilaire
Director of Finance
155 Deer Hill Avenue
Danbury, CT 06810

Dear Mr. St. Hilaire:

I will continue with the organization and indexing of the grantor and grantee indexes from January 1, 1988 thru December 31, 1998. The total cost of this project is \$21,058.00.

I am applying for a Historical Document Grant of \$12,000.00 which will be applied toward the cost of the archival indexing project. ~~I am requesting that \$9,058.00 be appropriated from Historic Document Reserve Account 2.212 to Printing & Binding 160-5324~~ in order to cover the balance of the project. The current balance in the Historic Document Reserve Account is \$178,851.

Thank you.

Lori A. Kaback
Town Clerk



8-2

CITY OF DANBURY
155 DEER HILL AVENUE
DANBURY, CONNECTICUT 06810

LORI A. KABACK
TOWN CLERK

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

August 17, 2007

Project Summary:

1. We will continue with the organization and indexing of the grantor and grantee indexes from January 1, 1988 thru December 31, 1998. 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.



PRINTOUT PROPOSAL

DATE PROPOSED: AUGUST 16, 2007 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, 1988 THROUGH DECEMBER 31, 1992

Number of Books: 18 Volumes (9 Grantor/9 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 PERMAFLEX 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.

TOTAL ESTIMATED COSTS: \$ 10,115.00

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

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

Date: _____

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

8-4



PRINTOUT PROPOSAL

DATE PROPOSED: AUGUST 16, 2007 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, 1993 THROUGH DECEMBER 31, 1998

Number of Books: 20 Volumes (10 Grantor/10 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 PERMAFLEX 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.

TOTAL ESTIMATED COSTS: \$ 10,943.00

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

Signed: _____
Danbury, Ct. - Town Clerk

Name: _____
Title: _____

Date: _____

Date: _____

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