

MEMORANDUM

TO: Hon. Mark D. Boughton via the Common Council

FROM: Dan Garrick, Assistant Director of Finance *Dan*

DATE: April 23, 2007

CERTIFICATION

SUBJECT: Funding Request for Town Clerk

I hereby certify the availability of \$6,930.00 to fund archival indexing and map cabinets 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 April 23rd is \$168,209.40.

The following funds will be placed in line items:

1160.5324 – Town Clerk/Printing and Binding	\$930.00
1160.5701 – Town Clerk/Office Equipment	\$6,000.00

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

Thank you.



9-1

CITY OF DANBURY

155 DEER HILL AVENUE
DANBURY, CONNECTICUT 06810

LORI A. KABACK
TOWN CLERK

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

April 13, 2007

Dan Garrick
Assistant Director of Finance
155 Deer Hill Avenue
Danbury, CT 06810

Dear Mr. Garrick:

We were awarded a Historical Document Grant of \$12,000.00 which covers most of the cost of our current archival indexing project. I am requesting that \$930.00 be appropriated from Historic Document Reserve Account 2.2129 to Printing & Binding 1160.5324 in order to cover the balance of the project. I am also in need of 2 map cabinets and accessories; the total price of the cabinets and accessories is approximately \$6000.00

I would also like to appropriate \$6000.00 from Historic Document Reserve Account 2.2129 to Office Equipment 1160.5701 to purchase two map cabinets and accessories to hold the maps.

Therefore, the total amount I am requesting is \$6930.00.

Thank you.

Lori A. Kaback
Town Clerk



PRINTOUT PROPOSAL

DATE PROPOSED: APRIL 2, 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, 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.

*Plus all applicable taxes. Price as quoted is good for 60 days from the date of this agreement. Pricing below reflects all shipping & handling charges.

TOTAL ESTIMATED COSTS: \$ 12,930.00

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

Signed:
Danbury, Ct. -- Town Clerk

Name:

Title:

Date: 4.2.07

Date:

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