



Town of Simsbury

933 HOPMEADOW STREET, P.O. BOX 495, SIMSBURY, CONNECTICUT 06070

Office of the Town Clerk

BOARD OF SELECTMEN

MEETING AGENDA SUBMISSION FORM

1. **Date of submission:** March 22, 2013
3. **Date of Board Meeting:** April 8, 2013
4. **Individual or Entity making the submission:**
Carolyn Keily, Town Clerk
5. **Action requested of the Board of Selectmen:**
Approve a resolution to execute and deliver a contract with the Connecticut State Library for a \$4,000 Historic Documents Preservation Grant.
6. **Individual(s) responsible for submission:**
Carolyn Keily, Town Clerk
7. **Summary of Submission:**
To receive a \$4,000 grant, the Connecticut State Library requires the Board of Selectmen approve a resolution to execute and deliver a contract between the Town and the State Library
8. **Description of documents included with submission**
The following documents are included with this submission and attached hereto:

Page 2	The resolution required by the State Library
Pages 3 to 6	A copy of the application for the proposed grant

Please read the resolution into the record:

RESOLUTION

RESOLVED: That Mary A. Glassman, First Selectman, is empowered to execute and deliver in the name and on behalf of this municipality a contract with the Connecticut State Library for an Historic Documents Preservation Grant.

COPY

APPLICATION
TARGETED GRANT FY 2014
Historic Documents Preservation Program
Connecticut Municipalities
GP-001 (rev. 12/11)



STATE OF CONNECTICUT
Connecticut State Library
PUBLIC RECORDS ADMINISTRATOR
231 Capitol Ave., Hartford, CT 06106

This form may be completed and printed for submission at www.cslib.org/publicrecords/histdoc/grantforms.htm.

Name of Municipality:	Town of Simsbury		
Name of Municipal CEO:	Mary Glassman	Title:	First Selectman
Phone with Area Code:	860.658.3220	FAX:	860.
Email:	mglassman@simsbury-ct.gov		
Name of Town Clerk:	Carolyn Keily	Title:	Town Clerk
Phone with Area Code:	860.658.3243	FAX:	860.658.3206
Email:	ckeily@simsbury-ct.gov	Check if Designated Applicant:	<input checked="" type="checkbox"/>
TC Mailing Address:	933 Hopmeadow Street, PO Box 495, Simsbury, CT 06070		
MCEO Address if Different:			

Grant Application Deadline: Cycle 1: April 30, 2013 Cycle 2: September 30, 2013

Grant Contract Period: The contract period begins after July 1, 2013 AND receipt of the fully executed contract. Grant projects must be completed and funds expended by June 30, 2014.

Maximum Grant Allowed:	\$4,000	Small Municipality	Population less than 25,000
	\$6,500	Medium Municipality	Population between 25,000 and 99,999
	\$9,500	Large Municipality	Population of 100,000 or greater

Amount Requested: \$ 4,000.00

Grant Category(ies):

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

Budget Summary	Grant Funds (A)	Local Funds (B)	Total Funds (A+B)
1. Consultants/Vendors (Total cost for all consultants and vendors)	\$ 4,000.00	\$ 16,000.00	\$ 20,000.00
2. Equipment (Total cost for eligible items, i.e. shelving)	\$	\$	\$
3. Supplies (Total cost for eligible items, i.e. archival supplies)	\$	\$	\$
4. Town Personnel Costs (Total cost for all town personnel)	¹ \$	² \$	\$
5. Other (Please specify on a separate sheet)	\$	\$	\$
6. TOTAL	\$ 4,000.00	\$ 16,000.00	\$ 20,000.00

¹ Base pay only for personnel hired directly by the municipality. Personnel costs for vendors should be listed under Consultants/Vendors.
² Personnel taxes and benefits must be paid by the municipality if grant funds used for base pay.

Narrative

Answer the following four questions on a separate page, numbering each answer to correspond with the question. If applying for more than one project, be sure to include information on each project. A vendor's proposal or prepared text may not be used in place of the applicant's own words.

1. Describe the project(s). Identify the specific records involved (including type of records, volume numbers and dates), what will be done, and why.
2. Identify the vendors and/or town personnel. Include their assigned duties and the timeframe for completing the work.
3. Describe what the municipality hopes to accomplish with the grant. Indicate how the project(s) will impact the records, the office and the municipality.
4. Provide a detailed budget. For each Budget Summary line item (*Consultants/Vendors, Equipment, Supplies, and Town Personnel Costs*), list the detailed expenses that make up that line item. Split the costs between grant and local funds, if applicable. For any *Town Personnel Costs*, include the job title, hourly rate, and total number of working hours for each individual.

Note: If applying for only one project and using only one vendor, you may omit the detailed budget provided that the expenses are clearly indicated on the enclosed vendor proposal.

Supporting Documentation

Enclose copies of supporting documentation. For consultants/vendors, provide a copy of the proposal or quote. For direct purchases of equipment or supplies, provide a copy of the product information/pricing.

Designation of Town Clerk as Applicant

This section to be completed only if the MCEO wishes to designate the Town Clerk to make the application for the grant.

I hereby designate, Carolyn Keily, the Town Clerk, as the agent for making the above application.


Signature of MCEO

3/20/13
Date

Mary Glassman, First Selectman
Typed Name and Title of MCEO

Certification of Application

This section must be signed by the applicant.

If the Town Clerk has been designated above, the Town Clerk must sign. If the Town Clerk is not designated, the MCEO must sign.

I hereby certify that the statements contained in this application are true and that all eligibility requirements as outlined in the *FY 2014 Targeted Grant Guidelines* have been met.


Signature of Applicant (MCEO or Town Clerk if Designated)

03/21/2013
Date (must be same as or later than above date)

Carolyn D. Keily, Town Clerk
Typed Name and Title of Applicant

For State Library Use Only

Grant Disposition: Approved Denied

Grant Award: \$ _____

Grant Number: _____

Signature of Public Records Administrator

Date

Application Narrative
Targeted Grant FY 2013

Grant Application Deadline: Cycle 1: April 30, 2013
Maximum Grant Allowed: \$4,000.00
Town Clerk \$1 Fund: \$16,000.00
Unit Cost: \$0.11 per image
Grant Category: Organizing and Indexing

1. Project Description: Backfiling Land Records

On site, the vendor will scan land record pages from existing volumes. At their offices, the vendor will evaluate the digital images for completeness, import the images into Simsbury's existing land records database, and link the images to the appropriate index entry.

The land records index is available from July 1, 1976, to the present. Currently, images are available beginning March 1998 to the present. With this project, we expect to add at least another 10 years of land record images, back to September 1987.

We based the number of volumes on an average of 1,200 pages per volume. The numbers below may vary.

- Est. number of pages: 181,800
- Est. number of volumes: 151
 - Volume 332 through Volume 484
 - September 11, 1987 through March 27, 1998

We plan to have future projects to continue backfiling.

2. Project Vendor: Cott Systems, Inc., Columbus, Ohio

The vendor will complete the project by June 30, 2014.

3. Project Impact: The project will provide 24/7-online access to digital images of these land records through the vendor's Connecticut portal and in-house during regular business hours. Title searchers will benefit with expanded access right from their offices to conduct a pre-search or to subscribe to the portal to download images. Searchers will save time at town hall by printing directly from the search computer, which is far quicker than printing pages from the books.

The project will complement the existing index to a much greater degree. Currently, the number of indexed instruments exceeds the number of corresponding images. The project will save wear and tear on the affected books.

We expect town revenues to increase, as out-of-state users will have a larger inventory of images from which to print. All on-line users who print images pay the same statutory fee as in-house users.

4. Project Budget: Please see attached letter from the vendor.



To: Carolyn Keily, SIMSBURY CT Town Clerk
From: Bill Nichols, Regional Sales Manager
Date: March 13, 2013
Subject: Backfile Conversion Grant Money

Thank you for presenting Cott the opportunity to provide budgetary pricing that will enable you to make some of your historical records available electronically. This is a great step, as you are not only making your records more accessible to your constituents; you are also preserving the hard copy records forever. Cott is pleased to be a part of this major milestone.

As you apply for grant money to help fund this effort, this memo will provide the necessary support to assist you in the application process.

Project Scope

- Complete Backfile Conversion project
- Source: Onsite Scanning
- Stopping upon reaching the value of \$20,000.
- Town to put \$16,000 towards project, Town to apply for \$4,000 grant.



Project Deliverables

1. Cott captures images from hard copy record books.
2. Cott evaluates images for quality and completeness.
3. Cott formats the images for import into customer's Resolution/Resolution3 land records system.
4. Cott develops import utility to load the images and link images to existing index records.
5. Cott trains staff and support issues related to the project.
6. Unit Price is \$0.11 per image.

Project Requirements and Assumptions

- o Onsite scanning:
 - Books are loose leaf (not bound).
 - Page size is less than 11 x 17 (does not include large plats)
- o Cott is not responsible for the integrity of the index data nor is Cott responsible for correcting any anomalies with the index data. Any anomalies in the indexed data that may prevent images from properly linking will be flagged and reported to the customer in a log file during the import process.
- o The pricing is based on a group rate [multiple towns committing to do backfile scanning work with Cott]. The more towns that commit, the lower the rate.
- o The commencement of the project will be contingent on timing of when other towns commit to this effort.

This proposal is intended for use as an estimate. The town specific project deliverables and scope will be defined more firmly upon customer's request and an executable agreement between Cott and Customer will be provided.

Thank you for your interest in this service.