

APPLICATION
TARGETED GRANT FY 2024
 Historic Documents Preservation Program
 Connecticut Municipalities
 GP-001 (rev. 1/2023)



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 <https://ctstatelibrary.org/publicrecords/hdpp>

Name of Municipality: **Town of Wilton**
Use full municipality name, ie 'Town of _____' or 'City of _____'

Name of Municipal CEO: **Lynne A. Vanderslice** **First Selectwoman**

Phone with Area Code: 203-563-0100

Email: lynne.vanderslice@wiltonct.org

Name of Town Clerk: **Lori A. Kaback** **Title: Town Clerk**

Phone with Area Code: 203-563-0107

Email: lori.kaback@wiltonct.org **Check if Designated Applicant:**

TC Mailing Address: 238 Danbury Road, Wilton, CT 06897

MCEO Address if Different:

Grant Application Deadline: Cycle 1: April 30, 2023 Cycle 2: September 30, 2023

Grant Contract Period: The contract period begins after July 1, 2023 AND receipt of the fully executed contract. Grant projects must be completed and funds expended by June 30, 2024.

Maximum Grant Allowed:

\$6,000	Small Municipality	Population less than 20,000
\$8,000	Medium Municipality	Population between 20,000 and 69,999
\$11,000	Large Municipality	Population of 70,000 or greater

Amount Requested: \$ 6000.00

Grant Category(ies):

<input type="checkbox"/> Inventory and Planning	<input type="checkbox"/> Organization and Indexing
<input type="checkbox"/> Program Development	<input checked="" type="checkbox"/> Storage and Facilities
<input type="checkbox"/> Preservation/Conservation	<i>See Page 6 of the Guidelines for Category descriptions.</i>

Budget Summary	Grant Funds (A)	Local Funds (B)	Total Funds (A+B)
1. Consultants/Vendors (Total cost for all consultants and vendors)	\$ 6000.00	\$ 14764.89	\$
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; rarely used)	\$	\$	\$
6. TOTAL	\$ 6000.00	\$ 14764.89	\$ 20764.89

¹ Base pay only for personnel hired directly by the municipality for the grant project. Consultant/vendor costs should be listed on Line 1.
² Personnel taxes, benefits and any overtime must be paid by the municipality.

Narrative Page & Supporting Documents

Answer on an attached page. **Number each question and answer.** If applying for more than one project, questions 1 through 3 must address each project **separately** and be numbered separately, i.e., 1a and 1b, 2a and 2b, 3a and 3b.

Answers should be provided in the applicant's own words, not by referencing the vendor's proposal.

1. **Describe the project.** State **what** will be done and **why**. In addition, for **records projects**, identify the specific records, including date ranges. For **conservation projects**, also address microfilming – see Guidelines booklet for instructions under Preservation/Conservation on **Page 9**.
2. **Provide vendor/personnel info & timeframe.** For **vendors**, identify the company and the timeframe for completing the work within the grant period. For **town personnel** – see Guidelines booklet for instructions under Town Personnel Costs on **Page 12**.
3. **State what will be accomplished.** Explain how the project will impact the records, the office and/or the municipality.
4. **Provide a detailed budget.** If applying for only **one** project with one vendor – **omit** this question. If applying for more than one project – show the **detail** for each line item listed on page 1 of the Application (Consultants/Vendors, Equipment, Supplies, and Town Personnel Costs) and the **split** between grant and local funds for each line item (if any).
5. **Attach supporting documents.** For **vendors**: provide a copy of the proposal or quote. For **direct purchases** of equipment or supplies: provide a copy of the product information/pricing from the website or catalog.

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, _____, the Town Clerk, as the agent for making the above application.

Signature of MCEO

Date

Name and Title of MCEO

Certification of the Application

This section **must** be signed by the **applicant**.

If the Town Clerk is 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 2024 Targeted Grant Guidelines* have been met.

Signature of Applicant (MCEO or Town Clerk if Designated)

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

Name and Title of Applicant

For State Library Use Only

Grant Disposition: Approved Denied

Grant Award: \$ _____

Grant Number: _____

Signature of Public Records Administrator

Date

TOWN CLERK
Telephone (203) 563-0106
Fax (203) 563-0130



TOWN HALL
238 Danbury Road
Wilton, Connecticut 06897

February 27, 2023

Narrative

1. The Town of Wilton will use this grant to continue organizing and updating our vault and storing files properly. This will be an ongoing project which will take place over the next few years. With this grant and the additional money from the Town Clerk's Discretionary Fund we will be able to add new filing drawers to properly file all records and more shelving for storage. Many of the current filing cabinets are broken and need updating. We are also using some of the drawers for storage. With the additional shelves we will be able to properly store these items. It is our goal to be able to store all files and supplies per archival standards.
2. We will continue to use Dupont Storage Systems as the vendor. Phase One of this project was completed last year and we are very happy with the results. This project will be completed by June 30, 2024.
3. Phase Two will complete the right wall of the vault and there will be an additional upgrade in aligning our vault to archival standards. Not only will this be updating and complying with state guidelines, we are pleased this will allow us more room for future expansion of files in addition to making a more attractive storage and search area.



2/8/2023

Lori Kaback
Wilton Town Hall
238 Danbury RD.
Wilton, CT 06897

Dear Lori,

Thanks for the continued support and the time you spent with me reviewing your vault storage needs in your vault. The project that we had started with the right wall design 3 years ago can be completed with the second phase for the system you requested. I am pleased to present the proposal for the system that will complete the design for the right wall.

Please see the pricing detail (MHEC Contract) for the equipment for your town:

Phase 2 Left wall Shelving System

Mobile Shelving System with carriages & track

Back Row Shelving (1) unit @ 42"L x 16"D x 88"H (6 openings)

Front Row Mobile Shelving (1) unit @ 42"L x 12"D x 85"H (6 openings)

Locking Spinning System for hanging files and records

Shelving (1) unit @ 37"L x 25"D x 82"H two sided (5 hanging and 2 flat/side)

Shelving (3) units @ 31"L x 25"D x 82"H two sided (5 hanging and 2 flat/side)

Project Price: \$20,764.89

Prices include equipment, freight, delivery and assembly. Work to be done during normal working hours.

We look forward to working with you on this project and servicing all your storage needs. Please contact me @ 203-206-1958 at any time.

Sincerely,

Ronald Keith
Dupont Storage Systems

APPROVED SIGNATURE _____ DATE _____

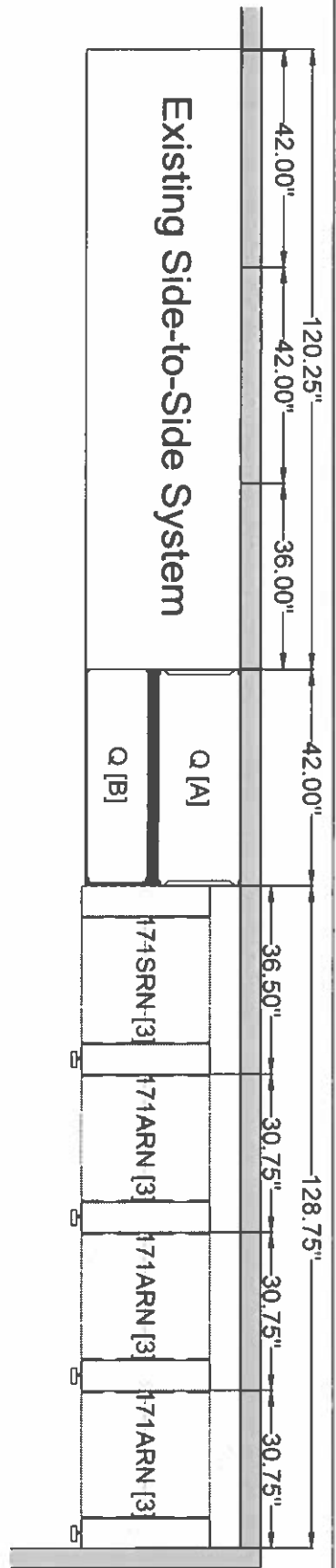
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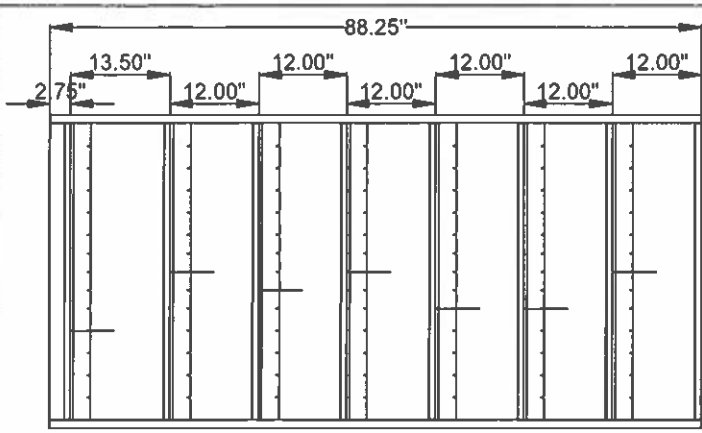
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DATE: 12/22/22

Wilton Clerk Vault Rev1 Dupont Storage Systems

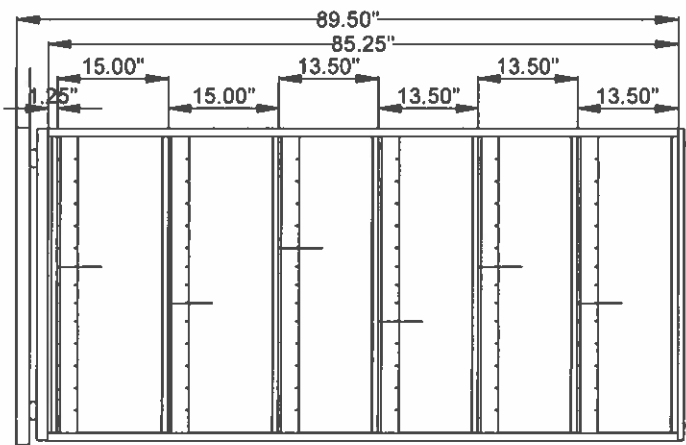
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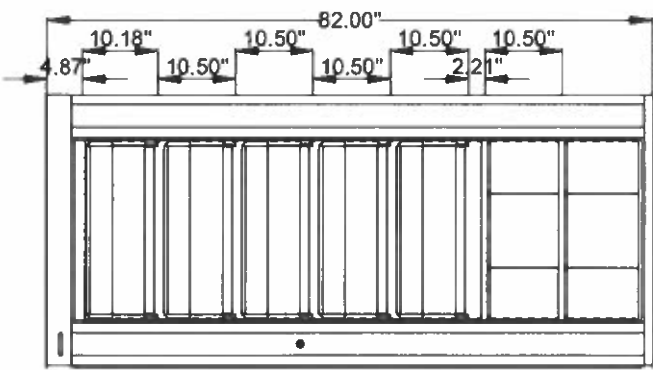
Elevation A



Elevation B



Elevation C



Linear Storage/Filing Inches	
Times-2 Files	1,284"
Case-Style Shelving	520"

- Aurora Side-To-Side
 - Adder Base Includes Deck, Overhead Anti-lip & Carriage
 - Aurora Library Shelving
 - Shelves Adjustable in 1-1/2" Increments
 - 12" & 16" Deep Slotted Shelves
 - 7 Openings Per Section Type "A"
 - 6 Openings Per Section Type "B"
 - 1 Dividers Per Shelf
 - Back Panel Included on Type "B"
- Aurora :** Times-2 Specs Include: Type "C"
- Shelves Adjustable in 1-3/4" Increments
 - 12" Deep Shelves
 - 2 Openings Per Section
 - 5 Rollout Drawers with Hanging Folder Frames Per Sections
 - Dividers Included
 - Wall Closing Strips Not Included
- Finish:**
- Eco-Friendly Gloss-Tek
 - 28 Standard Colors Available
 - Plus 3 Metallic Finishes Available at Upcharge

APPROVED SIGNATURE _____ DATE _____

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DRAWN BY: NRJ
DATE: 12/22/22

Wilton Clerk Vault Rev1
Dupont Storage Systems

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