

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



**TOWN HALL**  
238 Danbury Road  
Wilton, Connecticut 06897

## **Memorandum**

**To:** Lynne A. Vanderslice, First Selectwoman

**From:** Lori A. Kaback, Town Clerk

**Date:** February 16, 2022

**Re:** Targeted Grant FY 2023

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With this grant I will be starting the project of reorganizing the public vault. The total cost of this project is \$7,275.85. The amount of the grant is \$5,500.00. The difference of \$1,775.85 will be taken from the Town Clerk Historical Preservation Account. Per State of Connecticut Public Records guidelines these funds are allowed to be used toward this project.

If you have any questions, please let me know.

Thank you.

**APPLICATION**  
**TARGETED GRANT FY 2023**  
 Historic Documents Preservation Program  
 Connecticut Municipalities  
 GP-001 (rev. 1/2022)



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** **Title:** **First Selectwoman**

**Phone with Area Code:** 203-563-0100

**Email:** [lynne.vanderslice@wiltonct.org](mailto: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](mailto: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, 2022  Cycle 2: September 30, 2022

**Grant Contract Period:** The contract period begins after July 1, 2022 AND receipt of the fully executed contract. Grant projects must be completed and funds expended by June 30, 2023.

**Maximum Grant Allowed:** \$5,500 Small Municipality Population less than 20,000  
 \$7,500 Medium Municipality Population between 20,000 and 69,999  
 \$10,500 Large Municipality Population of 70,000 or greater

**Amount Requested:** \$ 5500.00

**Grant Category(ies):**  Inventory and Planning  Organization and Indexing  
 Program Development  Storage and Facilities  
 Preservation/Conservation *See Page 6 of the Guidelines for Category descriptions.*

Budget Summary	Grant Funds (A)	Local Funds (B)	Total Funds (A+B)
<b>1. Consultants/Vendors</b> (Total cost for all consultants and vendors)	\$	\$	\$
<b>2. Equipment</b> (Total cost for eligible items, i.e. shelving)	\$ 5500.00	\$ 1775.85	\$ <b>7275.85</b>
<b>3. Supplies</b> (Total cost for eligible items, i.e. archival supplies)	\$	\$	\$
<b>4. Town Personnel Costs</b> (Total cost for all town personnel)	<sup>1</sup> \$	<sup>2</sup> \$	\$
<b>5. Other</b> (Please specify on a separate sheet; rarely used)	\$	\$	\$
<b>6. TOTAL</b>	\$	\$	\$

<sup>1</sup> Base pay only for personnel hired directly by the municipality for the grant project. Consultant/vendor costs should be listed on Line 1.  
<sup>2</sup> 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 2023 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*)

Lynne A. Vanderslice

\_\_\_\_\_  
Name and Title of Applicant

*For State Library Use Only*

Grant Disposition:  Approved  Denied

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

Grant Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

\_\_\_\_\_  
Signature of Public Records Administrator

\_\_\_\_\_  
Date

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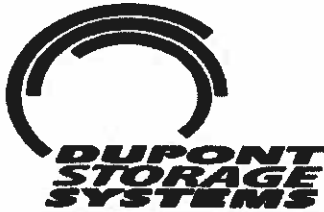


**TOWN HALL**  
238 Danbury Road  
Wilton, Connecticut 06897

February 16, 2022

### **Narrative**

1. The Town of Wilton will use this grant to begin phase one of organizing our vault and storing files properly. Currently our files are stored in old filing cabinets which are falling apart. Some of our files are not being stored properly due to broken draws. We also have many boxes of election supplies which are being kept in different locations of the vault which creates an eyesore. The goal of this project is to store all files and supplies per archival standards.
2. Dupont Storage Systems will be the vendor. We have used them previously for shelving in both the land record vault and the vital records vault. This project will be completed before June 30, 2023.
3. Once this project is complete our files will be more organized and stored properly, complying with state guidelines. This will allow us more room for future expansion of files. Our vault will be more organized making a more attractive storage and search area. All of our election supplies will then be in one area of the vault.



2/3/2022

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. We have the information for the system you requested. I am pleased to present the proposal for the system we discussed for the right wall.

Please see the pricing detail for the equipment we will be supplying your town:

Mobile Shelving System with carriages & track  
Back Row Shelving (1) unit @ 36"L x 16"D x 88"H (6 openings)  
Back Row Shelving (2) units @ 42"L x 16"D x 88"H (6 openings)  
Front Row Shelving (1) unit @ 36"L x 12"D x 85"H (6 openings)  
Front Row Shelving (1) unit @ 42"L x 12"D x 85"H (6 openings)  
Library Style  
Mobile Carriage (1) unit @ 36"L x 12"D x 2"H  
Mobile Carriage (1) unit @ 42 »L x 12 »D x 2 »H  
Track system @ 120"L x 13"D x 2"H

Project Price: \$7,275.85 (Pricing is good for 90 days)

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