

APPLICATION
TARGETED GRANT FY 2022
 Historic Documents Preservation Program
 Connecticut Municipalities
 GP-001 (rev. 1/2021)



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 Selectman**
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, 2021 Cycle 2: September 30, 2021

Grant Contract Period: The contract period begins after July 1, 2021 AND receipt of the fully executed contract. Grant projects must be completed and funds expended by June 30, 2022.

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) |
|---|-----------------|-----------------|-------------------|
| 1. Consultants/Vendors (Total cost for all consultants and vendors) | \$ 5500.00 | \$ 0 | \$ 5500.00 |
| 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; rarely used) | \$ | \$ | \$ |
| 6. TOTAL | \$ 5500.00 | \$ 0 | \$ 5500.00 |

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 2022 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, First Selectman
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



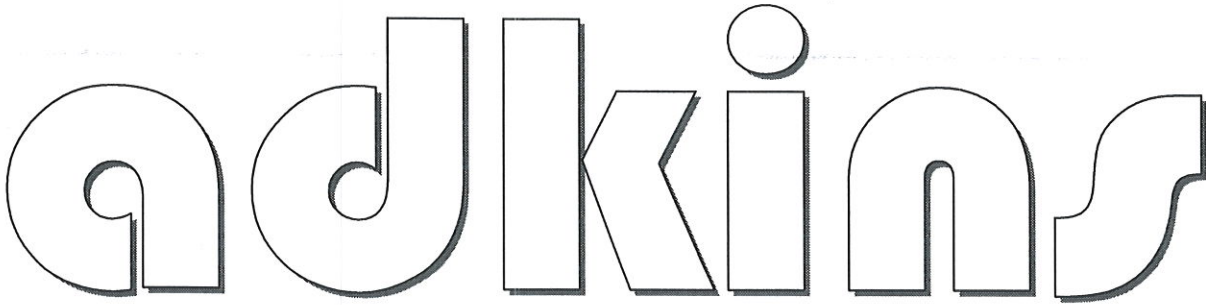
TOWN HALL
238 Danbury Road
Wilton, Connecticut 06897

February 11, 2021

Narrative

The Town of Wilton will use this grant for two projects.

1. Part of this grant will be used to microfilm and scan approximately 500 highway maps. These maps are currently rolled up and kept in filing cabinet drawers. The remaining part of this grant will be used to recreate various town minutes of boards and commissions of the Town. There are several board and commission minutes which need to be organized, reproduced on archival paper and put into volumes. They are presently on regular copy paper and in binders or filing cabinets.
2. Adkins will complete both projects. They will microfilm, scan the maps and recreate the various Town minutes. The recreation consists of microfilming each page, printing on archival paper and placed inside a binder. I have attached the proposals from Adkins which indicates the scope of the project.
3. The project will allow the Highway Maps to be viewable on computers instead of going through several drawers looking for the map. This will make it more convenient for anyone who needs to view a Highway Map. The project will also consolidate years of minutes into state approved books on archival paper, and produce an efficient way to look up minutes of various boards and commissions.



irene@adkinsinc.net

40 South Street New Britain, CT. 06050
1-800-807-3981

JOB ESTIMATE

February 10, 2021

Client: Wilton Town Clerk

Contact: Lori Kaback

Title of Job: Recreation of various Town Minutes

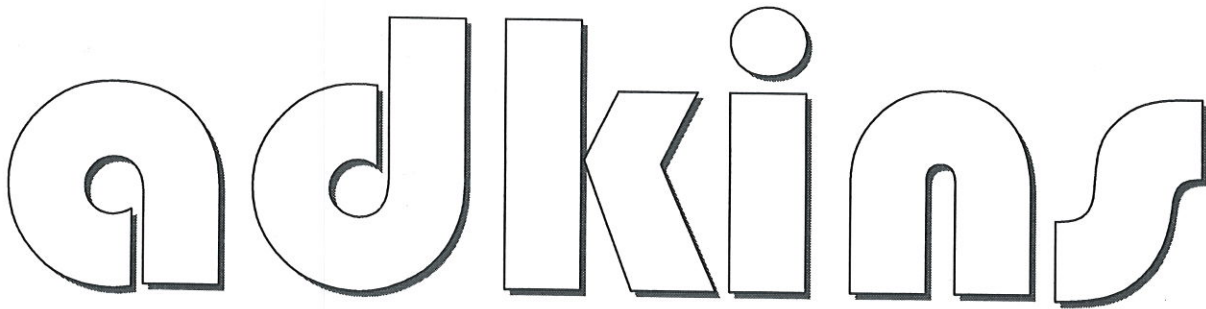
Work Plan: The town of Wilton has pages of various town minutes of boards and commissions that need to be recreated into letter size volumes. Recreation consists of microfilming each page, printing on to 100% cotton archival paper and placed inside a binder.

5,000 pages recreated @ \$0.50/pg.....\$2,500/lot
6 minute books @ \$125/ea.....\$750/lot

This project will take approximately 60 days to complete.

TOTAL COST..... \$3,250/lot

Irene Sulewski, Municipal Account Specialist



irene@adkinsinc.net

40 South Street
1-800-807-3981

New Britain, CT. 06050

JOB ESTIMATE

February 10, 2021

Client: Wilton Town Clerk

Contact: Lori Kaback

Title of Job: Microfilming – Scanning – Highway Maps

Work Plan: The town of Wilton needs to have 500 highway maps scanned to TIFF for easy viewing and microfilmed for security in the event of a disaster. Adkins will pick up the maps and return them after the process is completed.

This project will take approximately 30 days to complete.

500 maps microfilmed for security @ \$3.00/ea.....\$1,500/lot

Linen, paper, mylar maps
37 x 22 – 36 x 22 – 36 x 24 – 31 x 24

500 maps scanned @ \$1.50/ea.....\$750/lot

TIFF images
400 dpi
File named by number
H-1
H-2 etc...

TOTAL COST..... \$2,250/lot

Irene Sulewski, Municipal Account Specialist