

# **Preserving the Past, Protecting the Future**



## **HISTORIC DOCUMENTS PRESERVATION GRANT PROGRAM**

**2006 ANNUAL REPORT**

PUBLIC RECORDS ADMINISTRATOR  
Eunice G. DiBella, CRM

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Dr. Mark H. Jones

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Connecticut State Library  
Hartford, Connecticut  
January 1, 2007

**Front Cover**

The Glastonbury Town Hall was built in 1840 on a ten acre plot at the corner of Main and Hubbard Streets. The land was donated by Samuel Smith and John Hubbard in 1692 for a Town Green. In 1960 the building was leased to the Historical Society of Glastonbury until 2059. The photo was donated by the Glastonbury Historical Society.

# Historic Documents Preservation Grant Program FY2006 Legislative Report

## I. Description of Grants

### a) Goals and Objectives

The major focus of the Historic Documents Preservation Grant Program during FY2006 remained the targeted grants available to every town. Although a growing number of towns have finished preserving their land records, the current categories and eligible projects offered by the program provide a wide variety of other options for preservation, and improved management of or access to the town's public records. As a result the staff made only minor changes to the program structure and application process to clarify issues regarding policies or procedure that arose during the previous grant year. As in past years, the staff strongly encouraged towns to utilize their targeted funding during FY2006 to prepare for competitive grants by having a planning survey conducted to evaluate their needs.

The one area of need that the program has not been able to fund to date is environmental control of records storage areas, especially vaults. The State Library hopes to offer grants in the future to address this need. The National Fire Protection Association [NFPA] is in the process of updating the national standards for vaults. After the revised standards are issued, the Office of the Public Records Administrator will be able to update the state regulations for municipal vaults. At that time, the Public Administrator and program staff will evaluate the feasibility of grants to address environmental issues.

In the meantime, staff has encouraged environmental monitoring of vaults and storage areas. In order to properly renovate vaults and other storage facilities to provide the correct environment, project managers need sufficient data about the existing system. This year staff identified a new vendor able to provide the sophisticated monitoring and analysis of the data collected necessary for proper planning. This information will go far beyond the basic monitoring now conducted by many town clerks.

In addition to the targeted grants, the Public Records Administrator's top priority was finalizing the guidelines and procedures for the competitive grant portion of the program, which began in Cycle 1 of FY2007. As with the targeted grants, the objective was to create the least complicated process that addressed the needs of both the towns and the grant program staff. The application process will mirror the targeted grant process, but will have an additional level of review.

Finally, the monthly filings from the towns throughout FY2006 confirmed the continuing downturn in the housing market, though at a smaller percentage than in FY2005. The State Librarian and the Public Records Administrator again decided to maintain the maximum grant amounts for the three population levels at the previous year's level. This funding strategy has allowed the State Library to continue to avoid

making any drastic cuts in grant funding despite the on-going slow down in the housing market.

**b) Grant Awards**

In FY2006, the State Library awarded grants in July and December of 2005 as required by statute. One hundred fifty-three towns applied for and received grants totaling \$1,293,861.

**1. July 2005 awards**

<b>Town</b>	<b>Category</b>	<b>Amount</b>
Andover	Organization and Indexing & Preservation/Conservation	\$7,000.00
Ansonia	Organization and Indexing	\$7,000.00
Ashford	Organization and Indexing	\$7,000.00
Avon	Storage and Facilities	\$7,000.00
Barkhamsted	Organization and Indexing	\$7,000.00
Berlin	Preservation/Conservation & Organization and Indexing	\$7,000.00
Bethany	Organization and Indexing	\$7,000.00
Bethel	Organization and Indexing	\$7,000.00
Bloomfield	Preservation/Conservation	\$7,000.00
Branford	Preservation/Conservation	\$12,000.00
Bridgeport	Organization and Indexing & Preservation/Conservation	\$17,000.00
Bridgewater	Organization and Indexing	\$7,000.00
Bristol	Preservation/Conservation	\$12,000.00
Brookfield	Organization and Indexing	\$7,000.00
Brooklyn	Preservation/Conservation	\$7,000.00
Burlington	Preservation/Conservation	\$7,000.00
Canaan	Preservation/Conservation & Storage and Facilities	\$7,000.00
Canterbury	Organization and Indexing	\$7,000.00
Canton	Organization and Indexing & Preservation/Conservation	\$7,000.00
Cheshire	Inventory and Planning & Storage and Facilities	\$12,000.00
Clinton	Preservation/Conservation	\$7,000.00
Colchester	Preservation/Conservation	\$7,000.00
Cornwall	Preservation/Conservation & Storage and Facilities	\$7,000.00
Coventry	Inventory and Planning & Storage and Facilities	\$7,000.00

<b>Town</b>	<b>Category</b>	<b>Amount</b>
Danbury	Preservation/Conservation & Storage and Facilities	\$12,000.00
Darien	Organization and Indexing	\$7,000.00
Derby	Preservation/Conservation	\$7,000.00
East Hampton	Organization and Indexing	\$7,000.00
East Hartford	Preservation/Conservation & Organization and Indexing	\$12,000.00
East Haven	Preservation/Conservation	\$12,000.00
East Windsor	Preservation/Conservation	\$7,000.00
Easton	Organization and Indexing	\$7,000.00
Ellington	Preservation/Conservation	\$7,000.00
Enfield	Preservation/Conservation & Organization and Indexing	\$12,000.00
Essex	Preservation/Conservation	\$7,000.00
Farmington	Preservation/Conservation	\$7,000.00
Franklin	Preservation/Conservation & Organization and Indexing	\$7,000.00
Glastonbury	Organization and Indexing	\$12,000.00
Greenwich	Organization and Indexing	\$12,000.00
Griswold	Storage and Facilities	\$7,000.00
Groton	Organization and Indexing	\$12,000.00
Haddam	Preservation/Conservation & Storage and Facilities	\$7,000.00
Hamden	Organization and Indexing	\$12,000.00
Hartford	Preservation/Conservation & Inventory and Planning	\$17,000.00
Hartland	Preservation/Conservation	\$7,000.00
Hebron	Preservation/Conservation & Storage and Facilities	\$7,000.00
Killingworth	Preservation/Conservation & Organization and Indexing	\$7,000.00
Lisbon	Preservation/Conservation & Storage and Facilities	\$7,000.00
Litchfield	Preservation/Conservation	\$7,000.00
Lyme	Preservation/Conservation	\$7,000.00
Madison	Organization and Indexing	\$7,000.00
Manchester	Organization and Indexing	\$12,000.00
Mansfield	Preservation/Conservation & Inventory and Planning	\$7,000.00
Marlborough	Program Development	\$7,000.00
Meriden	Preservation/Conservation	\$12,000.00

<b>Town</b>	<b>Category</b>	<b>Amount</b>
Middlebury	Organization and Indexing	\$7,000.00
Middlefield	Preservation/Conservation & Organization and Indexing	\$7,000.00
Middletown	Program Development, Preservation/Conservation & Storage and Facilities	\$12,000.00
Milford	Inventory and Planning, Storage and Facilities & Preservation/Conservation	\$12,000.00
Montville	Organization and Indexing	\$7,000.00
Morris	Organization and Indexing	\$7,000.00
New Britain	Storage and Facilities & Organization and Indexing	\$12,000.00
New Fairfield	Preservation/Conservation	\$7,000.00
New Hartford	Preservation/Conservation & Storage and Facilities	\$7,000.00
New Haven	Organization and Indexing	\$17,000.00
New Milford	Preservation/Conservation & Storage and Facilities	\$12,000.00
Newington	Organization and Indexing	\$12,000.00
Newtown	Preservation/Conservation	\$12,000.00
Norfolk	Preservation/Conservation	\$7,000.00
North Canaan	Preservation/Conservation	\$7,000.00
Norwalk	Organization and Indexing & Storage and Facilities	\$12,000.00
Norwich	Preservation/Conservation & Organization and Indexing	\$12,000.00
Old Saybrook	Organization and Indexing	\$7,000.00
Orange	Preservation/Conservation	\$7,000.00
Oxford	Organization and Indexing	\$7,000.00
Plainville	Preservation/Conservation	\$7,000.00
Pomfret	Organization and Indexing	\$7,000.00
Portland	Preservation/Conservation & Storage and Facilities	\$7,000.00
Preston	Storage and Facilities & Preservation/Conservation	\$7,000.00
Redding	Preservation/Conservation	\$7,000.00
Rocky Hill	Preservation/Conservation	\$7,000.00
Salem	Storage and Facilities & Preservation/Conservation	\$7,000.00
Seymour	Organization and Indexing	\$7,000.00

<b>Town</b>	<b>Category</b>	<b>Amount</b>
Shelton	Preservation/Conservation & Storage and Facilities	\$12,000.00
Sherman	Preservation/Conservation	\$7,000.00
South Windsor	Preservation/Conservation	\$7,000.00
Southington	Organization and Indexing	\$12,000.00
Sprague	Organization and Indexing & Preservation/Conservation	\$7,000.00
Stafford	Preservation/Conservation	\$7,000.00
Stratford	Preservation/Conservation	\$12,000.00
Thompson	Preservation/Conservation	\$7,000.00
Tolland	Preservation/Conservation	\$7,000.00
Torrington	Preservation/Conservation	\$12,000.00
Vernon	Organization and Indexing	\$12,000.00
Voluntown	Preservation/Conservation & Organization and Indexing	\$7,000.00
Warren	Organization and Indexing & Preservation/Conservation	\$7,000.00
Waterbury	Storage and Facilities	\$17,000.00
Waterford	Storage and Facilities	\$7,000.00
West Hartford	Preservation/Conservation	\$12,000.00
Westport	Organization and Indexing	\$12,000.00
Wethersfield	Organization and Indexing & Preservation/Conservation	\$12,000.00
Willington	Preservation/Conservation & Storage and Facilities	\$7,000.00
Wilton	Preservation/Conservation	\$7,000.00
Winchester	Preservation/Conservation	\$7,000.00
Windham	Organization and Indexing	\$7,000.00
Windsor	Preservation/Conservation	\$12,000.00
Woodstock	Preservation/Conservation, Organization and Indexing & Storage and Facilities	\$7,000.00
<b>Total</b>		<b>\$939,000.00</b>

## 2. December 2005 awards

<b>Town</b>	<b>Category</b>	<b>Amount</b>
Bethlehem	Preservation/Conservation & Storage and Facilities	\$7,000.00
Bolton	Preservation/Conservation	\$7,000.00
Chaplin	Organization and Indexing	\$7,000.00

<b>Town</b>	<b>Category</b>	<b>Amount</b>
Colebrook	Preservation/Conservation	\$7,000.00
Columbia	Preservation/Conservation	\$7,000.00
Cromwell	Preservation/Conservation	\$7,000.00
Deep River	Preservation/Conservation, Organization and Indexing & Storage and Facilities	\$7,000.00
Durham	Preservation/Conservation & Organization and Indexing	\$7,000.00
East Granby	Storage and Facilities	\$7,000.00
East Haddam	Preservation/Conservation	\$7,000.00
East Lyme	Organization and Indexing	\$7,000.00
Eastford	Organization and Indexing	\$7,000.00
Fairfield	Preservation/Conservation & Inventory and Planning	\$12,000.00
Goshen	Preservation/Conservation	\$4,861.00
Granby	Preservation/Conservation & Storage and Facilities	\$7,000.00
Hampton	Preservation/Conservation, Inventory and Planning & Storage and Facilities	\$7,000.00
Harwinton	Preservation/Conservation, Organization and Indexing & Storage and Facilities	\$7,000.00
Kent	Preservation/Conservation, Organization and Indexing & Storage and Facilities	\$7,000.00
Killingly	Organization and Indexing	\$7,000.00
Lebanon	Preservation/Conservation	\$7,000.00
Monroe	Preservation/Conservation & Inventory and Planning	\$7,000.00
New London	Preservation/Conservation & Inventory and Planning	\$12,000.00
North Branford	Storage and Facilities	\$7,000.00
North Haven	Preservation/Conservation & Storage and Facilities	\$7,000.00
Plainfield	Organization and Indexing & Storage and Facilities	\$7,000.00
Ridgefield	Preservation/Conservation & Storage and Facilities	\$7,000.00
Scotland	Preservation/Conservation & Storage and Facilities	\$7,000.00
Sharon	Preservation/Conservation & Storage and Facilities	\$7,000.00



<b>Town</b>	<b>Category</b>	<b>Amount</b>
Southbury	Preservation/Conservation	\$7,000.00
Stamford	Preservation/Conservation & Storage and Facilities	\$17,000.00
Sterling	Organization and Indexing & Preservation/Conservation	\$7,000.00
Stonington	Organization and Indexing	\$7,000.00
Suffield	Preservation/Conservation	\$7,000.00
Thomaston	Organization and Indexing	\$7,000.00
Trumbull	Preservation/Conservation	\$12,000.00
Union	Preservation/Conservation & Storage and Facilities	\$7,000.00
Wallingford	Preservation/Conservation	\$12,000.00
Washington	Preservation/Conservation, Organization and Indexing & Storage and Facilities	\$7,000.00
Watertown	Preservation/Conservation & Storage and Facilities	\$7,000.00
West Haven	Preservation/Conservation & Storage and Facilities	\$12,000.00
Westbrook	Preservation/Conservation	\$7,000.00
Weston	Preservation/Conservation	\$7,000.00
Windsor Locks	Preservation/Conservation	\$7,000.00
Wolcott	Preservation/Conservation & Storage and Facilities	\$7,000.00
Woodbridge	Organization and Indexing	\$7,000.00
Woodbury	Preservation/Conservation & Storage and Facilities	\$7,000.00
<b>Total</b>		<b>\$354,861.00</b>

## **II. Administrative Activities**

### **a) Program development**

The area of program that saw the greatest development was the competitive grants. The staff devoted most of the first quarter of FY2006 to developing the application, evaluation and review procedures for the new component. Once it was determined that the program would mirror the targeted program as much as possible, the staff had to adapt the forms and other related documentation. In addition, because the new grants would involve more complicated projects and be judged against each other, the Public Records Administrator determined that the towns would need additional time to prepare their grants applications. The staff would also need additional time to review applications, and the independent reviewers would need sufficient time to make their recommendations regarding funding. As a result, the application deadlines would have to be earlier than those for the targeted grants. Consequently, the staff

distributed the competitive grant guidelines and related materials one month earlier than the February 1<sup>st</sup> statutory deadline.

In order to maintain the highest level of objectivity in selecting the competitive grants, the Public Records Administrator enlisted the assistance of the members of the State Historic Records Advisory Board [SHRAB] to serve as final reviewers. The SHRAB consists of historians, archivists, educators and genealogists appointed by the Governor to review federal historic documents grants from the National Historical Publications and Records Commission [NHPRC], an arm of the National Archives. While the Public Records Administrator makes the final decision regarding the grant awards, the comments and analysis provided by the SHRAB reviewers assist her in making her final decision.

#### **b) Town Clerk Training**

In preparation for the new competitive grants, the staff held two half day training sessions for those town officials interested in applying for a competitive grant. Attendance at one of the sessions was required of any town wishing to apply for the grants. In addition to the grant staff, the State Archivist and the Assistant State Archivist also participated in the sessions. Topics included choosing and designing a large project; setting goals and objectives; developing a timetable; developing a budget; preparing an effective application; and supervising a project once it is underway. Fifty-three town clerks and town officials attended.

The program offered its annual spring workshop, *From Theory to Reality: Strategies and Tips for Putting Preservation Principals into Action* on June 8, 2006 at the Keeney Memorial Center in Wethersfield. This workshop focused on practical approaches to preservation planning and prioritizing needs; conservation treatments and how to be an “educated consumer;” disaster planning; and environmental monitoring and improving environmental conditions in records storage areas. Workshop instructors included Jane Cullinane, Preservation Librarian for the Connecticut State Library; Lori Foley, Director of Field Services, Northeast Document Conservation Center, Andover, MA; and Patricia Ford, Coordinator of Environmental Services for the Image Permanence Institute, Rochester, NY.

#### **c) Program Personnel**

The permanent grant staff increased with the hiring of Lizette Pelletier as Public Records Archivist in June 2006. The Public Records Archivist will continue the work she did as an Archival Consultant in developing the program’s forms and guidelines, assisting with training and professional development, editing the program newsletter and other records management activities related to the program.

#### **d) Advisory Committee**

The following individuals are members of the Historical Records Preservation Grant Program Advisory Committee:

Jane Cullinane, Preservation Librarian  
Eunice G. DiBella, Public Records Administrator  
Sandra H. Russo, Middletown Town Clerk  
Mary Louise Jensen, Building Consultant  
Dr. Mark H. Jones, State Archivist  
Richard Kingston, Director, Administrative Services  
Karen L. Marsden, Clinton Town Clerk  
Joyce P. Mascena, Glastonbury Town Clerk  
Sheila Mosman, Grants Manager  
Catherine S. Nurmi, Sterling Town Clerk  
Therese Pac, Bristol Town Clerk  
Carla Pomprowicz, Hebron Town Clerk  
Patricia H. Strauss, Westport Town Clerk  
Lisa A. Valenti, North Branford Town Clerk  
Kendall F. Wiggin, State Librarian

The following left the committee during FY2006:

Barbara L. Breor, Goshen Town Clerk

The grant program staff and the members of the Advisory Committee greatly appreciated her contributions.

### III. Financial Statement

#### Historic Documents Preservation Fund

<i>FY2006 Receipts</i>	\$1,829,921.00
<i>Interest</i>	\$99,614.00
<b>Total</b>	<b>\$1,975,167.00</b>

#### Grants to Towns and Municipalities

FY2005 grant funds received (70%)	\$1,350,674.50
Balance carried FY2005	\$2,259,918.98
Unexpended grant funds returned*	\$2,258.72
<b>Total Grant Funds Available</b>	<b>\$3,612,852.20</b>

\*Returned at the end of the grant year

Grants Awarded	
<i>Targeted</i>	\$1,293,861.00
<i>Disaster Recovery</i>	\$ 0.00
<b>Total Grants Awarded</b>	<b>\$1,293,861.00</b>

**Grant Funds Year End Balance** **\$2,308,991.20**

Encumbered Funds	
Disaster and Competitive Set Asides**	\$ 400,000.00
FY 2007 Targeted Grants	\$1,413,000.00
<b>Total Encumbered</b>	<b>\$1,913,000.00</b>

\*\*\$100,000 for Disaster Recovery and \$300,000 for future Competitive Grants

**Grant Funds Remaining Balance** **\$ 495,991.20**

#### CSL program administration and preservation activities

FY 2005 Administration/preservation funds received (30%)	\$ 578,860.50
Balanced carried FY2005	\$1,246,781.48
<b>Total</b>	<b>\$1,825,641.98</b>

FY2006 Operating expenses \$1,176,421.00

**Administrative Year End Balance** **\$ 647,220.98**

#### **IV. Local Projects**


The dollar-recording fee retained at the town level continues to have a significant impact for the towns. Many town clerks continued to use their funds for on-going preservation work or to supplement their grant awards. Among the projects supported by the dollar fund are reformatting records from paper to electronic media with a microfilm backup; purchasing equipment and supplies to improve internal records management; improving intellectual access to the town's vital records, minutes, land records, maps, town code and charter through indexing projects; and purchasing additional storage equipment for the new media or to meet revised archival and records management standards. Finally, many towns are using their funds for additional staff training and continuing professional education.

#### **V. Findings and Recommendations**

The grant program continues to evolve with the development of the new competitive grant component. At the same time, the Public Records Administrator is working to create a strong foundation for records management and preservation through the targeted grants with new areas such as environmental monitoring and analysis in anticipation of funding in that area. These efforts will continue for the FY2007 grant year.

The stagnant real estate market prevented any increase in the maximum grant level for each population tier for the second consecutive grant year. Therefore, the staff continues to recommend that maintaining a fund balance will ensure that grant levels can be sustained and that there will be funds for competitive grants in the coming years. The staff has begun developing a competitive grant process that will provide larger amounts of money for a limited number of municipalities based upon the merits of the proposed project.

Respectfully submitted,



Eunice G. DiBella, CRM  
Public Records Administrator