

# Preserving the Past, Protecting the Future

Public: a. no dom: 1639:  
Several parcels of land in Hartford on the river, the  
title belonging to me: John Haynes Esq: & to his heirs  
viz: One parcel on which his dwelling house now stands  
with other outhouses, yards, gardens, & orchards  
being containing by estimation two acres, more  
less, which he bought of Richard Wall of Hartford  
paid for a valuable consideration, which parcel  
lyeth on the high way lying on the North side  
little river; on the South, & on Mr. Hookers  
on the west, & on the high way leading from  
little river to the North meadow, on the East,  
James Olmsteads land, on the North, —  
One parcel lying in the little meadow contain  
estimation three acres, three rods, more or  
less, on the high way leading from the little  
to the North meadow, on the west, & on Mr. J  
land, on the East, & on the little river, & on  
place, on the South, & on the high way leading  
the town to the great river, on the North, —  
One parcel for a house lot lying in the  
rows, containing by estimation two acres, more  
less, abutting on the high way leading from  
Palasado to the Cantinall hill, on the East, &  
high way leading from Sath Grants to the  
hill, on the west, & on Mr. H. Kinseys land, on  
South, & on John Deatts land, on the North  
One parcel lying at the end of the old way  
containing by estimation forty acres, more or  
less, which parcel lyeth in a greater parcel fold  
me. Hooker, Mr. Stone, & to the said Mr. J  
Esq: which greater parcel abutteth on the  
river, on the South, & on the old way  
the west, & North, & on Will. Spencers  
the high way, on the East, —  
One parcel lying in the South meadow of  
lying by estimation forty three  
thick six

**HISTORIC DOCUMENTS  
PRESERVATION GRANT PROGRAM**

**2009 ANNUAL REPORT**

STATE LIBRARIAN  
Kendall F. Wiggin

PUBLIC RECORDS ADMINISTRATOR  
LeAnn Power, CRM

STATE ARCHIVIST  
Dr. Mark H. Jones

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Connecticut State Library  
Hartford, Connecticut  
January 1, 2010

**Front Cover**

Earliest extant record for Hartford, CT: a land survey for the property of Mr. John Hayns, Esq, 1639,  
Records of the City Clerk Office, Hartford, CT

# Historic Documents Preservation Grant Program FY2009 Legislative Report

## I. Description of Grants

### a) Goals and Objectives

For almost ten years, the major objective of the Historic Documents Preservation Grant Program has been to provide financial assistance to Connecticut's 169 towns and cities for the management and preservation of public records. To meet this goal, the program provides a targeted grant to each town that applies for an eligible project. The program also funds competitive grants that allow a small number of towns to pursue larger projects than is possible with the targeted grants.

The program offers a wide variety of eligible projects. Initially, the program emphasized preservation and conservation of land records. Over the years, based on planning surveys and needs assessment reports, also funded through the grant program, the Office of the Public Records Administrator expanded the types of projects eligible for funding. Many more types of public records throughout town halls have been preserved and made more accessible to citizens across the state. The staff continued to encourage towns which had not yet done so to utilize their targeted funding during FY2009 to conduct a planning survey to evaluate their needs. The survey would also meet one of the eligibility requirements for a future competitive grant.

### b) Grant Awards

The grant staff received 151 grant applications during FY2009. The Office of the Public Records Administrator awarded 10 competitive grants, 1 disaster recovery grant and 140 targeted grants for a total of \$1,595,327. The disaster recovery grant paid for the recovery of records damaged in a flood caused by the theft of copper piping on the second floor of the town hall.

#### 1. July 2008 awards

##### a. Targeted Grants

Municipality	Category	Amount
Ashford	Organization & Indexing; Preservation/Conservation	\$7,000
Avon	Organization & Indexing	\$7,000
Barkhamsted	Preservation/Conservation	\$7,000
Berlin	Preservation/Conservation	\$7,000
Bethany	Organization & Indexing	\$7,000
Bethel	Organization & Indexing; Preservation/Conservation	\$7,000
Bethlehem	Organization & Indexing	\$7,000
Bolton	Inventory & Planning	\$7,000
Branford	Organization & Indexing	\$12,000

<b>Municipality</b>	<b>Category</b>	<b>Amount</b>
Bridgewater	Organization & Indexing	\$7,000
Brookfield	Preservation/Conservation	\$7,000
Burlington	Inventory & Planning; Preservation/Conservation	\$7,000
Canaan	Organization & Indexing	\$7,000
Canterbury	Preservation/Conservation; Storage & Facilities	\$7,000
Canton	Storage & Facilities	\$7,000
Chaplin	Organization & Indexing; Preservation/Conservation	\$7,000
Cheshire	Storage & Facilities	\$12,000
Chester	Inventory & Planning; Preservation/Conservation	\$7,000
Clinton	Preservation/Conservation	\$7,000
Colebrook	Organization & Indexing	\$7,000
Columbia	Organization & Indexing	\$7,000
Cornwall	Organization & Indexing; Preservation/Conservation	\$7,000
Darien	Inventory & Planning; Storage & Facilities	\$7,000
East Granby	Organization & Indexing	\$7,000
East Hampton	Organization & Indexing; Preservation/Conservation	\$7,000
East Hartford	Organization & Indexing	\$12,000
East Haven	Preservation/Conservation	\$12,000
East Windsor	Organization & Indexing	\$7,000
Easton	Organization & Indexing	\$7,000
Enfield	Preservation/Conservation	\$12,000
Franklin	Organization & Indexing; Preservation/Conservation	\$7,000
Glastonbury	Organization & Indexing	\$12,000
Granby	Organization & Indexing	\$7,000
Greenwich	Organization & Indexing	\$12,000
Hamden	Organization & Indexing	\$12,000
Hartland	Organization & Indexing	\$7,000
Killingworth	Organization & Indexing	\$7,000
Lebanon	Organization & Indexing	\$7,000
Lisbon	Organization & Indexing	\$7,000
Litchfield	Inventory & Planning	\$7,000
Lyme	Organization & Indexing; Preservation/Conservation	\$7,000
Madison	Organization & Indexing	\$7,000
Mansfield	Preservation/Conservation; Program Development	\$7,000
Marlborough	Preservation/Conservation; Program Development	\$7,000
Middlebury	Organization & Indexing	\$7,000
Middlefield	Organization & Indexing; Preservation/Conservation; Storage & Facilities	\$7,000
Milford	Organization & Indexing	\$12,000
Monroe	Preservation/Conservation; Storage & Facilities	\$7,000
Montville	Preservation/Conservation	\$7,000

<b>Municipality</b>	<b>Category</b>	<b>Amount</b>
Morris	Organization & Indexing; Preservation/Conservation; Storage & Facilities	\$7,000
Naugatuck	Storage & Facilities	\$12,000
New Britain	Organization & Indexing	\$12,000
New Fairfield	Organization & Indexing; Preservation/Conservation	\$7,000
New Hartford	Organization & Indexing	\$7,000
New Milford	Preservation/Conservation	\$12,000
Newington	Organization & Indexing; Preservation/Conservation	\$12,000
Newtown	Inventory & Planning; Preservation/Conservation; Storage & Facilities	\$12,000
Norfolk	Organization & Indexing	\$7,000
North Branford	Inventory & Planning; Preservation/Conservation	\$7,000
North Canaan	Preservation/Conservation; Storage & Facilities	\$7,000
Norwich	Storage & Facilities	\$12,000
Old Lyme	Organization & Indexing	\$7,000
Orange	Preservation/Conservation	\$7,000
Plainfield	Preservation/Conservation; Storage & Facilities	\$7,000
Plainville	Preservation/Conservation	\$7,000
Portland	Organization & Indexing	\$7,000
Prospect	Organization & Indexing	\$7,000
Rocky Hill	Preservation/Conservation	\$7,000
Salem	Organization & Indexing	\$7,000
Salisbury	Organization & Indexing; Preservation/Conservation; Storage & Facilities	\$7,000
Scotland	Organization & Indexing	\$7,000
Seymour	Organization & Indexing	\$7,000
Shelton	Preservation/Conservation; Storage & Facilities	\$12,000
Sherman	Organization & Indexing; Storage & Facilities	\$7,000
Simsbury	Organization & Indexing	\$7,000
South Windsor	Preservation/Conservation	\$7,000
Stafford	Preservation/Conservation	\$7,000
Stamford	Preservation/Conservation	\$17,000
Stonington	Organization & Indexing	\$7,000
Thomaston	Organization & Indexing	\$7,000
Thompson	Preservation/Conservation	\$7,000
Torrington	Organization & Indexing	\$12,000
Voluntown	Organization & Indexing; Preservation/Conservation; Storage & Facilities	\$7,000
Wallingford	Preservation/Conservation	\$12,000
Warren	Organization & Indexing	\$7,000
Washington	Organization & Indexing	\$7,000
Waterbury	Preservation/Conservation	\$17,000
Waterford	Preservation/Conservation; Storage & Facilities	\$7,000

<b>Municipality</b>	<b>Category</b>	<b>Amount</b>
Watertown	Preservation/Conservation	\$7,000
West Hartford	Preservation/Conservation	\$12,000
Westport	Organization & Indexing	\$12,000
Willington	Organization & Indexing	\$7,000
Wilton	Preservation/Conservation	\$7,000
Winchester	Preservation/Conservation	\$7,000
Windham	Storage & Facilities	\$7,000
Windsor	Inventory & Planning; Organization & Indexing	\$12,000
Woodstock	Inventory & Planning	\$7,000
<b>Total</b>		<b>\$ 804,000</b>

**b. Competitive Grants**

<b>Municipality</b>	<b>Category</b>	<b>Amount</b>
Farmington	Records Management	\$30,050
Hartford	Archival Management	\$50,000
Hebron	Records Management	\$31,555
Manchester	Records Management	\$50,000
Meriden	Records Management	\$42,364
Redding	Records Management	\$50,000
Southington	Records Management	\$46,399
Wethersfield	Records Management	\$45,000
Woodbridge	Records Management	\$50,000
Woodbury	Records Management	\$33,789
<b>Total</b>		<b>\$ 429,157</b>

**c. Disaster Recovery Grants**

<b>Municipality</b>	<b>Category</b>	<b>Amount</b>
Windsor Locks	Disaster Recovery	<b>\$1,170</b>

**2. December 2008 awards**

**a. Targeted Grants**

<b>Municipality</b>	<b>Category</b>	<b>Amount</b>
Andover	Storage & Facilities	\$7,000
Bloomfield	Preservation/Conservation	\$7,000
Bozrah	Organization & Indexing; Preservation/Conservation	\$7,000
Bridgeport	Inventory & Planning; Organization & Indexing; Preservation/Conservation	\$17,000

<b>Municipality</b>	<b>Category</b>	<b>Amount</b>
Bristol	Preservation/Conservation; Program Development; Storage & Facilities	\$12,000
Brooklyn	Organization & Indexing	\$7,000
Colchester	Organization & Indexing	\$7,000
Coventry	Preservation/Conservation; Storage & Facilities	\$7,000
Cromwell	Preservation/Conservation	\$7,000
Danbury	Organization & Indexing; Preservation/Conservation	\$12,000
Deep River	Organization & Indexing; Preservation/Conservation	\$7,000
	Preservation/Conservation	
Derby	Preservation/Conservation	\$7,000
Durham	Preservation/Conservation; Storage & Facilities	\$7,000
East Haddam	Preservation/Conservation	\$7,000
East Lyme	Organization & Indexing; Preservation/Conservation	\$7,000
Ellington	Preservation/Conservation	\$7,000
Fairfield	Organization & Indexing; Preservation/Conservation	\$12,000
Goshen	Organization & Indexing	\$7,000
Groton	Organization & Indexing	\$12,000
Haddam	Preservation/Conservation	\$7,000
Hampton	Organization & Indexing	\$7,000
Harwinton	Organization & Indexing	\$7,000
Kent	Organization & Indexing; Preservation/Conservation	\$7,000
Killingly	Organization & Indexing	\$7,000
Ledyard	Storage & Facilities	\$7,000
Middletown	Organization & Indexing; Preservation/Conservation; Storage & Facilities	\$12,000
New Haven	Preservation/Conservation	\$17,000
North Haven	Organization & Indexing	\$7,000
North Stonington	Organization & Indexing	\$7,000
Old Saybrook	Storage & Facilities	\$7,000
Putnam	Organization & Indexing	\$7,000
Ridgefield	Preservation/Conservation	\$7,000
Sharon	Organization & Indexing; Preservation/Conservation	\$7,000
Southbury	Organization & Indexing	\$7,000
Sprague	Inventory & Planning	\$7,000
Stratford	Preservation/Conservation	\$12,000
Suffield	Organization & Indexing	\$7,000
Tolland	Organization & Indexing	\$7,000
Trumbull	Storage & Facilities	\$12,000
Union	Organization & Indexing; Preservation/Conservation; Storage & Facilities	\$7,000
Vernon	Organization & Indexing	\$12,000
Westbrook	Organization & Indexing; Preservation/Conservation	\$7,000

<b>Municipality</b>	<b>Category</b>	<b>Amount</b>
Wolcott	Preservation/Conservation	\$7,000
<b>Total</b>		<b>\$ 361,000</b>

## **II. Administrative Activities**

### **a) Program Development**

For FY 2009, the only significant change to the Historic Document Preservation Grant Program was the addition of installation or upgrade of an HVAC (Heating, Ventilation and Air Conditioning) system for records vaults as an eligible project for both the targeted and competitive grants. Funding through the grant program was limited to 50% of the cost up to the town's maximum targeted grant amount. (e.g. a small town with a maximum targeted grant amount of \$7,000 could apply for \$3,000 in grant funds and pay \$3,000 from local funds for a proposed HVAC project costing \$6,000. It could apply the remaining \$4,000 in grant funds for other eligible projects. If the project cost \$18,000, it could apply for \$7,000 in grant funds and pay \$11,000 from local funds.)

In addition, a town must meet a number of prerequisites before submitting the application. It must complete twelve months of temperature and humidity monitoring in the vault, hire an approved licensed engineer to assess the vault, review twelve months of monitoring data and any other relevant factors, and to submit a report with recommendations for improving the environment, which might not include an upgraded or new HVAC system. If the assessment does not support installation of an upgraded or new HVAC system, the project will not be eligible for grant funding. The town must also submit to the Public Records Administrator the installation plans for an upgraded or new system, which must meet vault regulations, and must receive approval before submitting the project as a grant application. The monitoring equipment, environmental surveys and facility assessments are eligible projects for targeted grants.

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

The Office of the Public Records Administrator and State Archives held one half day grant training workshop for Connecticut Town Clerks on January 14, 2009. Topics covered included a review of targeted and competitive grant application and contract procedures, administrative requirements, selecting and designing a competitive grant project, the evaluation review process, and the competitive application forms. Thirty-one individuals representing 26 towns participated in the workshop.

Due to a number of fiscal and administrative reasons, the State Library was not able to hold the annual town clerks workshop before the end of the fiscal year. A full day session on microfilming and digital imaging is under development with the Connecticut Town Clerks Association and the Northeast Document Conservation Center.

The Public Records staff and staff from the State Archives and State Library Preservation Office presented the module on records management for the Town Clerks' School on



Tuesday May 12, 2009. Topics covered consisted of records management including land records process and requirements, records analysis and the inventory process; records retention/disposition, managing non-paper records; records storage/vaults; records preservation; archival records; and the Historic Documents Preservation Grant Program.

**c) Advisory Committee**

The following individuals served as members of the Historic Documents Preservation Program Advisory Committee during FY2009:

Nancy Bray, Town Clerk, Colchester  
Jane Cullinane, Preservation Librarian  
Eunice G. DiBella, Public Records Administrator  
Mary Louise Jensen, Building Consultant  
Dr. Mark H. Jones, State Archivist  
Richard Kingston, Director, Administrative Services  
Joyce P. Mascena, Glastonbury Town Clerk  
Sheila Mosman, Grants Manager  
Therese Pac, Bristol Town Clerk  
Carla Pomprowicz, Hebron Town Clerk  
Joseph Quartiero, Torrington Town Clerk  
Virginia Salisbury, Southbury Town Clerk  
Antoinette Spinelli, Waterbury Town Clerk  
Patricia H. Strauss, Westport Town Clerk  
Louisa Trakas, Plainfield Town Clerk  
Lisa A. Valenti, North Branford Town Clerk  
Sandi Wieleba, East Hampton Town Clerk  
Kendall F. Wiggin, State Librarian

### III. Financial Statement

#### Historic Documents Preservation Fund

FY2009 receipts	\$1,150,961
FY2009 interest accrued	<u>\$29,675</u>
	\$1,180,636
FY2008 Balance carried forward	<u>\$2,244,625</u>
<b>Total</b>	<b>\$3,425,261</b>
Grants awarded	
<i>Targeted</i>	\$1,165,000
<i>Competitive</i>	\$429,157
<i>Disaster Recovery</i>	<u>\$1,170</u>
<b>Total Grants Awarded</b>	<b>\$1,595,327</b>
FY2009 operating expenses	\$458,943
Deficit mitigation - taken May 2009	<u>\$900,000</u>
<b>Year End Balance</b>	<b>\$470,991</b>

### IV. Local Projects

The downturn in the housing market during FY2009 continued to have an impact on the dollar-recording fee retained at the town level, especially for the smaller towns. The town clerk's revenue from this fee is to be kept in a separate account to support on-going preservation work or to supplement grant awards. The dollar fund supports projects such as 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. Some towns that applied for competitive grants used their local funds as an in-kind contribution toward the competitive grant projects. During FY2009, it is fortunate that the Office of the Public Records Administrator did not see a rise in the number of requests from town clerks asking for assistance in situations where money collected became a part of the town's operating budget. *CGS §7-34a Fees (d)a* clarifies that one third of the amount paid for fees shall be retained by the town clerks and used for historic preservation.

### V. Findings and Recommendations

The grant program nearly reached the mark of \$10 million awarded in grants during FY2009. From FY2002 through FY2009, it has awarded 1216 grants for a total of \$9,991,901. This

includes 1184 targeted grants (\$8,826,552), 4 disaster recovery grants (\$18,675) and 28 competitive grants (\$1,146,674). As a result of improved records management functions in the towns, the Office of the Public Records Administrator has seen a dramatic increase in the number of disposal requests for records past their retention period. As towns eliminate unnecessary records, they become more efficient and provide better services to their citizens. In addition, the archival management projects funded under the competitive grant program have uncovered significant collections of historical records in the town of Pomfret and the City of Hartford.

The declining housing market continues to have a dampening effect on the program for both grant and local funds. Monthly filings from the towns were down by 15 percent for FY2009. However, the final quarter saw reductions of less than 10 percent as compared with same quarter of the previous fiscal year, which may indicate that the situation has stabilized.

The State Librarian and the Public Records Administrator determined in the first half of FY2009 that fund revenues were declining and that a reduction in FY2010 grant levels was necessary. The funding levels were reduced to \$5,000, 10,000 and \$15,000. Competitive grants were to remain at \$50,000, but the amount of funds available was reduced from \$500,000 to \$250,000 effectively cutting the maximum number of grants from ten to five. At the end of FY2009, it appeared likely that there would need to be further reductions in the funding levels for FY2011.

In May 2009, the legislature passed Senate Bill 1167, "An Act Concerning a State Deficit Mitigation Plan for Fiscal Year ending June 30, 2009." As a result of this bill, \$900,000 was "swept" from the Historic Document Preservation Grant fund which left the fund with a balance of less than \$400,000 available for FY2010 grants. The State Library was in the process of evaluating eight competitive grant applications and 86 targeted applications totaling \$919,341, received by the April 30<sup>th</sup> application deadline for FY2010 cycle 1. The Public Records Administrator, in consultation with the State Librarian and the agency's chief fiscal officer, determined that future fund revenues would not be sufficient to allow the library to pay the grants for those applicants as well as the additional cycle 2 applications expected by the September 30<sup>th</sup> deadline. The chief fiscal officer was reasonably certain that there would be sufficient funds to cover the cycle 1 targeted grants, but not the competitive grants.

As a result, the towns were notified that the competitive grants and all cycle 2 grants were cancelled. The competitive applicants were given the option to submit a targeted grant proposal in place of the original competitive applications. Some towns applied for a downsized project based on their proposed competitive grant. The remaining towns' applied for other eligible projects. The program will not offer competitive grants until sufficient funds are available for these projects.

The early retirement incentive program implemented in May and June of 2009 had a major impact on the program. Public Records Administrator Eunice DiBella decided to leave state service, effective June 30, 2009, after 37 years with the State Library. Ms. DiBella, oversaw the creation and development of the grant program. Her expertise and her commitment to the towns will be greatly missed.

The Public Records Grant Specialist, LeAnn Power, was promoted to the position of Public Records Administrator. Her former position as Public Records Grant Program Specialist will not be refilled. The new Public Records Administrator and the grant staff are fully committed to continuing the program and the important work it funds for local governments during this difficult economic period.

Respectfully submitted,

A handwritten signature in cursive script that reads "LeAnn B. Power". The signature is written in black ink and is positioned above the typed name and title.

LeAnn Power, CRM  
Public Records Administrator