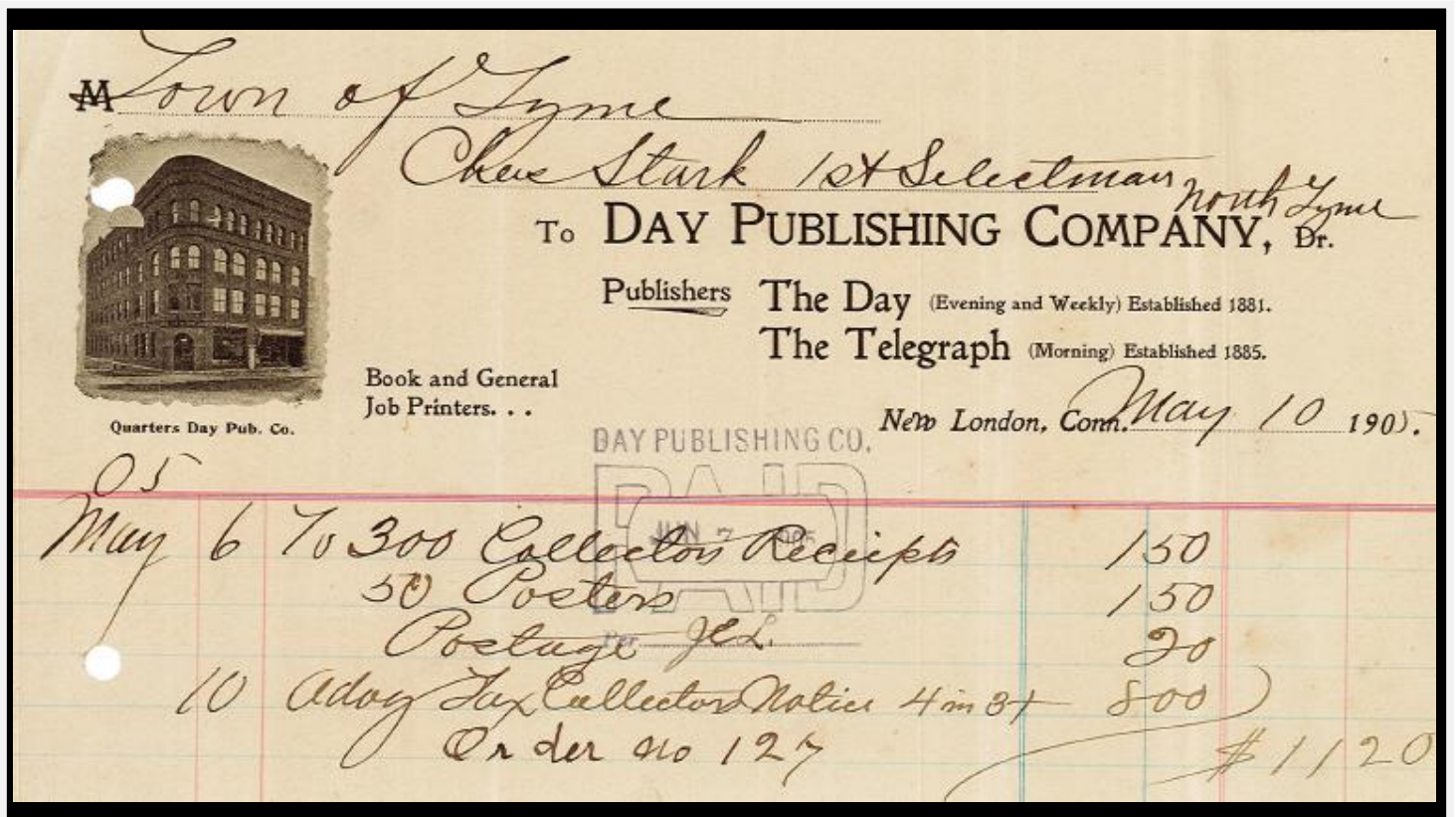


# PRESERVING THE PAST, PROTECTING THE FUTURE

## Annual Report on the Historic Documents Preservation Grant Program

FY 2017



Connecticut State Library  
Hartford, Connecticut  
January 1, 2018

# **CONNECTICUT STATE LIBRARY**

## **STATE LIBRARIAN**

Kendall F. Wiggin

## **PUBLIC RECORDS ADMINISTRATOR**

LeAnn Power, CRM

## **HISTORIC DOCUMENTS PRESERVATION PROGRAM STAFF**

Kathy Makover

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## **Front Cover**

Receipt, 1905, Connecticut State Library, State Archives, RG 062:075, Town of Lyme records, box 2, folder 3

**Annual Report to the  
Joint Standing Committee on Government Administration  
on the Historic Documents Preservation Grant Program**

**I. Historic Documents Preservation Program**

The Historic Documents Preservation Program supports the preservation and management of local government records throughout Connecticut. The program is funded through a three dollar fee on land recordings, as established under *Connecticut General Statutes* §11-8i through §11-8n and §7-34a. One-third of the fee is retained by the town clerk in each municipality and two-thirds is deposited to the program's account.

Pursuant to the statutes, seventy per cent of the account is allocated for municipal grant awards "to enhance or improve the preservation and management of historic documents." As required under CGS §11-8m(b), this annual report describes these municipal awards and provides a summary of the State Library's activities and its recommendations concerning the grant program.

Thirty per cent of the account is allocated for "(1) the preservation and management of historic documents maintained by the State Library, and (2) the expenses of administering the historic documents preservation grant program." As required under CGS §11-8k(c), a separate annual report is submitted each year to describe the activities carried out by the State Library with these allocated funds.

**II. Municipal Grant Awards**

The primary intent of the grant program is to provide financial assistance to Connecticut's 169 towns and cities to improve the preservation and management of public records. The grant program allows the funding to be pooled and distributed, ensuring that every municipality has the resources to carry out a significant records project each year.

The program provides a targeted grant to every municipality that submits an application for an eligible project. The program also offers records disaster recovery grants dependent upon the availability of funds at the time of application.

The targeted grant program funds a wide variety of eligible projects. The Office of the Public Records Administrator has identified needs and expanded the types of projects eligible for funding beyond the early emphasis on preservation and conservation of land records. The program currently funds projects in the areas of Preservation/Conservation, Organization and Indexing, Storage and Facilities, Program Development, and Inventory and Planning.

In FY 2017, the Office of the Public Records Administrator awarded targeted grants to 154 municipalities totaling \$671,500, comprised of 123 Cycle 1 awards totaling \$536,500 and 31 Cycle 2 awards totaling \$135,000.

Grants were awarded in the amounts of \$4,000 for small towns (population less than 25,000); \$5,000 for medium towns (population between 25,000 and 99,999); and \$7,500 for large towns (population of 100,000 or more).

These grants supported 118 Preservation/Conservation projects totaling \$306,355; 85 Organization and Indexing projects totaling \$266,246; 24 Storage and Facilities projects totaling \$79,899; 4 Program Development projects totaling \$18,000; and 1 Inventory and Planning project totaling \$2,000.

With these grants, municipalities have completed many valuable records projects, including preserving early town records; scanning records to provide for electronic public access; microfilming records to ensure long term records security; purchasing records storage equipment, software and hardware; and improving the organization and management of their public records.

#### A. Cycle 1 Targeted Grant Awards (July 2016)

<b>Municipality</b>	<b>Category</b>	<b>Amount</b>
<b>Andover</b>	Organization and Indexing	\$4,000.00
<b>Ansonia</b>	Storage and Facilities	\$4,000.00
<b>Ashford</b>	Organization and Indexing	\$4,000.00
<b>Avon</b>	Preservation/Conservation Storage and Facilities	\$4,000.00
<b>Barkhamsted</b>	Organization and Indexing	\$4,000.00
<b>Beacon Falls</b>	Preservation/Conservation Storage and Facilities	\$4,000.00
<b>Berlin</b>	Preservation/Conservation	\$4,000.00
<b>Bethel</b>	Preservation/Conservation Storage and Facilities	\$4,000.00
<b>Bethlehem</b>	Preservation/Conservation	\$4,000.00
<b>Bloomfield</b>	Organization and Indexing	\$4,000.00
<b>Bolton</b>	Preservation/Conservation	\$4,000.00
<b>Branford</b>	Preservation/Conservation	\$5,000.00
<b>Bridgeport</b>	Organization and Indexing	\$7,500.00
<b>Brookfield</b>	Organization and Indexing	\$4,000.00
<b>Burlington</b>	Organization and Indexing Preservation/Conservation Storage and Facilities	\$4,000.00
<b>Canaan</b>	Preservation/Conservation	\$4,000.00
<b>Canterbury</b>	Preservation/Conservation Storage and Facilities	\$4,000.00

<b>Canton</b>	Preservation/Conservation	\$4,000.00
<b>Chaplin</b>	Organization and Indexing	\$4,000.00
<b>Cheshire</b>	Organization and Indexing	\$5,000.00
<b>Chester</b>	Preservation/Conservation	\$4,000.00
<b>Clinton</b>	Organization and Indexing	\$4,000.00
	Preservation/Conservation	
<b>Colchester</b>	Preservation/Conservation	\$4,000.00
	Storage and Facilities	
<b>Colebrook</b>	Preservation/Conservation	\$4,000.00
<b>Columbia</b>	Organization and Indexing	\$4,000.00
<b>Cornwall</b>	Organization and Indexing	\$4,000.00
<b>Coventry</b>	Preservation/Conservation	\$4,000.00
<b>Cromwell</b>	Organization and Indexing	\$4,000.00
<b>Darien</b>	Preservation/Conservation	\$4,000.00
<b>Deep River</b>	Storage and Facilities	\$4,000.00
<b>Durham</b>	Preservation/Conservation	\$4,000.00
<b>East Granby</b>	Preservation/Conservation	\$4,000.00
<b>East Hartford</b>	Organization and Indexing	\$5,000.00
<b>East Haven</b>	Preservation/Conservation	\$5,000.00
<b>East Lyme</b>	Organization and Indexing	\$4,000.00
<b>Easton</b>	Preservation/Conservation	\$4,000.00
<b>Ellington</b>	Preservation/Conservation	\$4,000.00
<b>Enfield</b>	Organization and Indexing	\$5,000.00
<b>Essex</b>	Storage and Facilities	\$4,000.00
<b>Fairfield</b>	Organization and Indexing	\$5,000.00
	Preservation/Conservation	
<b>Farmington</b>	Program Development	\$5,000.00
<b>Glastonbury</b>	Preservation/Conservation	\$5,000.00
<b>Granby</b>	Organization and Indexing	\$4,000.00
<b>Greenwich</b>	Organization and Indexing	\$5,000.00
<b>Griswold</b>	Organization and Indexing	\$4,000.00
	Preservation/Conservation	
<b>Groton</b>	Preservation/Conservation	\$5,000.00
<b>Guilford</b>	Preservation/Conservation	\$4,000.00
<b>Haddam</b>	Organization and Indexing	\$4,000.00
	Preservation/Conservation	
<b>Hamden</b>	Organization and Indexing	\$5,000.00
<b>Hartford</b>	Organization and Indexing	\$7,500.00
<b>Harwinton</b>	Preservation/Conservation	\$4,000.00
	Storage and Facilities	
<b>Hebron</b>	Preservation/Conservation	\$4,000.00
<b>Killingly</b>	Organization and Indexing	\$4,000.00
<b>Killingworth</b>	Storage and Facilities	\$4,000.00
<b>Lebanon</b>	Storage and Facilities	\$4,000.00

<b>Ledyard</b>	Storage and Facilities	\$4,000.00
<b>Lisbon</b>	Organization and Indexing	\$4,000.00
<b>Litchfield</b>	Preservation/Conservation	\$4,000.00
<b>Lyme</b>	Program Development	\$4,000.00
<b>Madison</b>	Organization and Indexing	\$4,000.00
<b>Manchester</b>	Storage and Facilities	\$5,000.00
<b>Mansfield</b>	Preservation/Conservation	\$5,000.00
<b>Marlborough</b>	Organization and Indexing	\$4,000.00
<b>Meriden</b>	Preservation/Conservation	\$5,000.00
<b>Middlebury</b>	Organization and Indexing	\$4,000.00
<b>Middlefield</b>	Preservation/Conservation	\$4,000.00
<b>Middletown</b>	Preservation/Conservation	\$5,000.00
<b>Milford</b>	Organization and Indexing	\$5,000.00
<b>Montville</b>	Storage and Facilities	\$4,000.00
<b>New Britain</b>	Organization and Indexing	\$5,000.00
<b>New Fairfield</b>	Preservation/Conservation	\$4,000.00
<b>New Hartford</b>	Preservation/Conservation	\$4,000.00
<b>New London</b>	Preservation/Conservation	\$5,000.00
	Storage and Facilities	
<b>New Milford</b>	Preservation/Conservation	\$5,000.00
<b>Newington</b>	Organization and Indexing	\$5,000.00
<b>Newtown</b>	Preservation/Conservation	\$5,000.00
<b>Norfolk</b>	Preservation/Conservation	\$4,000.00
<b>North Canaan</b>	Preservation/Conservation	\$4,000.00
<b>North Haven</b>	Organization and Indexing	\$4,000.00
	Preservation/Conservation	
<b>Norwalk</b>	Organization and Indexing	\$5,000.00
<b>Norwich</b>	Organization and Indexing	\$5,000.00
<b>Old Lyme</b>	Preservation/Conservation	\$4,000.00
<b>Old Saybrook</b>	Preservation/Conservation	\$4,000.00
<b>Orange</b>	Program Development	\$4,000.00
<b>Oxford</b>	Storage and Facilities	\$4,000.00
<b>Plainfield</b>	Preservation/Conservation	\$4,000.00
<b>Plainville</b>	Preservation/Conservation	\$4,000.00
<b>Portland</b>	Organization and Indexing	\$4,000.00
<b>Preston</b>	Preservation/Conservation	\$4,000.00
	Storage and Facilities	
<b>Putnam</b>	Organization and Indexing	\$4,000.00
<b>Rocky Hill</b>	Preservation/Conservation	\$4,000.00
<b>Salem</b>	Preservation/Conservation	\$4,000.00
<b>Salisbury</b>	Preservation/Conservation	\$4,000.00
<b>Seymour</b>	Organization and Indexing	\$4,000.00
<b>Shelton</b>	Preservation/Conservation	\$5,000.00
<b>Sherman</b>	Preservation/Conservation	\$4,000.00

<b>Somers</b>	Organization and Indexing	\$4,000.00
<b>Southbury</b>	Organization and Indexing	\$4,000.00
<b>Southington</b>	Preservation/Conservation	\$5,000.00
<b>Sterling</b>	Organization and Indexing	\$4,000.00
<b>Stonington</b>	Preservation/Conservation	\$4,000.00
<b>Stratford</b>	Organization and Indexing	\$5,000.00
<b>Suffield</b>	Organization and Indexing	\$4,000.00
<b>Thompson</b>	Organization and Indexing	\$4,000.00
	Preservation/Conservation	
<b>Tolland</b>	Preservation/Conservation	\$4,000.00
<b>Torrington</b>	Organization and Indexing	\$5,000.00
<b>Vernon</b>	Preservation/Conservation	\$5,000.00
<b>Voluntown</b>	Organization and Indexing	\$4,000.00
	Preservation/Conservation	
<b>Wallingford</b>	Preservation/Conservation	\$5,000.00
<b>Warren</b>	Organization and Indexing	\$4,000.00
	Preservation/Conservation	
	Storage and Facilities	
<b>Waterbury</b>	Preservation/Conservation	\$7,500.00
<b>Waterford</b>	Preservation/Conservation	\$4,000.00
	Storage and Facilities	
<b>Watertown</b>	Preservation/Conservation	\$4,000.00
<b>West Hartford</b>	Organization and Indexing	\$5,000.00
	Preservation/Conservation	
<b>West Haven</b>	Organization and Indexing	\$5,000.00
<b>Weston</b>	Preservation/Conservation	\$4,000.00
	Storage and Facilities	
<b>Wethersfield</b>	Program Development	\$5,000.00
<b>Willington</b>	Preservation/Conservation	\$4,000.00
<b>Winchester</b>	Organization and Indexing	\$4,000.00
<b>Windham</b>	Organization and Indexing	\$5,000.00
	Preservation/Conservation	
<b>Windsor</b>	Preservation/Conservation	\$5,000.00
<b>Wolcott</b>	Preservation/Conservation	\$4,000.00
<b>Woodbridge</b>	Organization and Indexing	\$4,000.00
<b>TOTAL</b>		<b>\$536,500</b>

#### **B. Cycle 2 Targeted Grant Awards (December 2016)**

<b>Municipality</b>	<b>Category</b>	<b>Amount</b>
<b>Bethany</b>	Storage and Facilities	\$4,000.00
<b>Bridgewater</b>	Preservation/Conservation	\$4,000.00
<b>Bristol</b>	Organization and Indexing	\$5,000.00

<b>Derby</b>	Organization and Indexing	\$4,000.00
<b>East Haddam</b>	Preservation/Conservation	\$4,000.00
	Storage and Facilities	
<b>East Windsor</b>	Inventory and Planning	\$4,000.00
	Preservation/Conservation	
<b>Eastford</b>	Organization and Indexing	\$4,000.00
<b>Franklin</b>	Organization and Indexing	\$4,000.00
	Preservation/Conservation	
<b>Goshen</b>	Organization and Indexing	\$4,000.00
	Preservation/Conservation	
<b>Hampton</b>	Organization and Indexing	\$4,000.00
<b>Kent</b>	Preservation/Conservation	\$4,000.00
<b>Monroe</b>	Organization and Indexing	\$4,000.00
<b>Morris</b>	Organization and Indexing	\$4,000.00
<b>Naugatuck</b>	Storage and Facilities	\$5,000.00
<b>New Haven</b>	Organization and Indexing	\$7,500.00
<b>North Branford</b>	Preservation/Conservation	\$4,000.00
<b>North Stonington</b>	Organization and Indexing	\$4,000.00
<b>Redding</b>	Preservation/Conservation	\$4,000.00
<b>Ridgefield</b>	Preservation/Conservation	\$4,000.00
<b>Roxbury</b>	Preservation/Conservation	\$4,000.00
<b>Sharon</b>	Organization and Indexing	\$4,000.00
<b>Simsbury</b>	Organization and Indexing	\$4,000.00
<b>Sprague</b>	Organization and Indexing	\$4,000.00
	Preservation/Conservation	
<b>Stafford</b>	Preservation/Conservation	\$4,000.00
<b>Stamford</b>	Preservation/Conservation	\$7,500.00
<b>Thomaston</b>	Preservation/Conservation	\$4,000.00
<b>Trumbull</b>	Organization and Indexing	\$5,000.00
<b>Washington</b>	Preservation/Conservation	\$4,000.00
<b>Westport</b>	Organization and Indexing	\$5,000.00
<b>Wilton</b>	Preservation/Conservation	\$4,000.00
<b>Woodbury</b>	Organization and Indexing	\$4,000.00
	Preservation/Conservation	
<b>TOTAL</b>		<b>\$135,000</b>

### III. Grant Program Administration

The program is administered by the State Library's Office of the Public Records Administrator. Staff meet three times each year with the program's Advisory Committee, which includes town clerks representing small, medium and large municipalities and all geographic regions of the state.

Current and projected account balances are reviewed each year at the fall meeting of the Advisory Committee in order to set the grant award levels for the upcoming grant year. Based on this fiscal evaluation, it was determined that FY 2017 grant award levels could be increased from those set the prior year.

As stated in Section II, FY 2017 grant award levels were set at \$4,000 for small towns, \$5,000 for medium towns, and \$7,500 for large towns. This represented an increase of \$1,000 in each category, as FY 2016 award levels had been set at \$3,000, \$4,500 and \$7,500, respectively. Disaster recovery grants remained set at \$10,000, subject to the availability of funds at the time of application.

The following individuals served as members of the Advisory Committee for the Historic Documents Preservation Program during FY 2017:

Mark Bernacki, New Britain Town Clerk  
Jane Cullinane, Preservation Librarian  
Joyce P. Mascena, Glastonbury Town Clerk  
Richard McQuaid, Norwalk Town Clerk  
Therese Pac, Bristol Town Clerk  
Lizette Pelletier, State Archivist  
Carla Pomprowicz, Hebron Town Clerk  
LeAnn Power, Public Records Administrator  
Patricia A. Riley, Ledyard Town Clerk  
Mark Smith, Fiscal Administrator  
Antoinette Spinelli, Waterbury Town Clerk  
Patricia H. Strauss, Westport Town Clerk  
Joanne Tiedmann, Warren 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

#### **IV. Locally Funded Projects**

One third of the program's three dollar land recording fee is retained directly by the town clerk and used for the preservation and management of historic documents, pursuant to CGS §7-34a(d). The available funding varies significantly from town to town based on the

market activity and land recording trends within each town. Town clerks use these funds for a variety of records management projects as well as staff training and continuing education. These local funds allow town clerks to address both immediate and long-term records management needs when budgetary constraints might otherwise limit these important and ongoing efforts.

## V. Financial Statement: Historic Documents Preservation Account – FY 2017

<b><i>Beginning Balance as of July 1, 2016</i></b>	<b>\$1,092,798</b>
<b><i>Receipts:</i></b>	
FY 2017 Receipts	\$853,344
FY 2017 Interest Earned	\$5,593
	<hr/>
	<b>\$858,937</b>
	<hr/> <hr/>
<b><i>Total Available Funds</i></b>	<b>\$1,951,735</b>
<b><i>Expenditures:</i></b>	
Grants Awarded	\$672,030
Returned Grant Funds	-\$3,744
	<hr/>
	<b>\$668,286</b>
CSL Operating Expenses	<b>\$313,642</b>
	<hr/> <hr/>
<b><i>Total Expenditures</i></b>	<b>\$981,928</b>
<b><i>Year End Balance as of June 30, 2017</i></b>	<b>\$969,807</b>
Reserved for Grants	<b>\$654,665</b>
Reserved for Administrative Expenses	<b>\$253,337</b>

## VI. Findings and Recommendations

As the Historic Documents Preservation Program account is funded through land recording fees, it is directly impacted by changes in the real estate market. In FY 2017, there was a 2% decrease in revenues as compared to the prior year.

In addition, the account continues to be impacted by the legislative change to recording fees for Documents with Nominees adopted in July 2013. Under Public Act 13-184, fees for these documents were increased and a new distribution model was established. This

distribution model excluded the historic documents preservation account. As a result of this legislative change, from July 2013 through June 2017, the Historic Documents Preservation Program did not receive \$668,412 in recording fees that previously would have been credited to its account.

The State Librarian has recommended that the program's two dollar portion of the recording fee on Documents with Nominees be credited to the Historic Documents Preservation Account to keep the fund whole. This correction was proposed during the 2014 and 2015 legislative sessions. The funding has not been restored. The Library continues to maintain a fiscally conservative approach to the account.

Since its establishment in 2001, the Historic Documents Preservation Program has distributed over \$15 million in grants to municipalities. The preservation and management of public records is an essential function of municipal government. Public records, including land records, maps, minutes and vital records, serve to protect and document the ongoing rights and interests of individuals and entities throughout the State of Connecticut. The grant program supports towns in preserving these records while also increasing efficiencies, reducing costs, and improving their public services, including online access to public records. The Historic Documents Preservation Program continues to provide significant benefits to the citizens of Connecticut by providing support and funding for municipalities' records management and preservation programs.

Respectfully submitted,

A handwritten signature in cursive script that reads "LeAnn R. Power".

LeAnn R. Power, CRM  
Public Records Administrator