

# PRESERVING THE PAST, PROTECTING THE FUTURE

## Annual Report on the Historic Documents Preservation Grant Program

FY 2016

TOWN OF SUFFIELD, CONNECTICUT 1871.

REGISTRATION.	OWNER'S NAME.	NAME OF DOG.	SEX.	NO.	COLOR.	Weight.	DATE OF REGISTRATION.
1871.	Thomas Hamilton	Pinner	Male		Black	Jan 15	Oct. 23 <sup>d</sup>
"	Edward Austen	Wolch	"		"	70	" "
"	Wm G. Ballantine	Rover	"		"	70	" "
"	John Sikes	Benjamin	"		White	"	" "
"	Samuel White	Rip	"		Black	Jan 12	" "
"	John Chapman	Pinner	"		"	20	" "
"	George H. Fuller	Major	"		Brindle	50	" "
"	Andrew Clark		"		Black	25	" 24 <sup>th</sup>
"	Charles A. Birge	Stro	"		"	85	" "
"	Mary Bell	Grant	"		Brindle	45	" "
"	George Phelps	Shop	"		Black	30	" "
"	Henry D. Finck	Jack	"		"	50	" "
"	Edwin A. Russell	Major	"		"	20	" "
"	Albert M. Alaster	Rip	"		"	Jan 20	" 2 <sup>d</sup>



Connecticut State Library  
Hartford, Connecticut  
January 1, 2017

# 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

Registration of Dogs, 1871. *Records*. Office of the Town Clerk. Suffield, CT.

Image courtesy of the Office of the Town Clerk, Town of Suffield.

**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, which is submitted in January each year, reports on 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 second annual report, submitted in September each year, describes 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 has also offered competitive grants in certain years to enable a small number of towns to pursue larger projects. Competitive grants are not currently offered due to more limited resources. The program continues to offer 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 initial emphasis on preservation and conservation of land records. The program currently funds projects in the areas of Inventory and Planning, Organization and Indexing, Program Development, Storage and Facilities, and Preservation/Conservation.

In FY 2016, the Office of the Public Records Administrator awarded targeted grants to 154 municipalities totaling \$516,500, comprised of 119 Cycle 1 awards totaling \$397,500 and 35 Cycle 2 awards totaling \$119,000.

Grants were awarded in the amounts of \$3,000 for small towns (population less than 25,000); \$4,000 for medium towns (population between 25,000 and 99,999); and \$6,500 for large towns (population of 100,000 or more).

These grants supported 93 Preservation/Conservation projects totaling \$219,756; 78 Organization and Indexing projects totaling \$208,907; 33 Storage and Facilities projects totaling \$82,601; and 5 Program Development projects totaling \$14,235.

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 2015)

Municipality	Category	Amount
Andover	Organization and Indexing	\$3,000.00
Ansonia	Program Development	\$3,000.00
Ashford	Organization and Indexing	\$3,000.00
Avon	Storage and Facilities	\$3,000.00
Barkhamsted	Organization and Indexing	\$3,000.00
Beacon Falls	Organization and Indexing	\$3,000.00
Berlin	Preservation/Conservation	\$3,000.00
Bethel	Organization and Indexing	\$3,000.00
Bethlehem	Organization and Indexing; Storage and Facilities	\$3,000.00
Bloomfield	Organization and Indexing	\$3,000.00
Bolton	Storage and Facilities	\$3,000.00
Bozrah	Preservation/Conservation	\$3,000.00
Brookfield	Organization and Indexing	\$3,000.00
Brooklyn	Organization and Indexing	\$3,000.00
Burlington	Organization and Indexing	\$3,000.00
Canaan	Organization and Indexing; Preservation/Conservation	\$3,000.00
Canterbury	Storage and Facilities	\$3,000.00
Canton	Preservation/Conservation	\$3,000.00
Cheshire	Organization and Indexing	\$4,000.00
Chester	Preservation/Conservation	\$3,000.00
Clinton	Preservation/Conservation; Storage and Facilities	\$3,000.00
Colchester	Preservation/Conservation	\$3,000.00
Colebrook	Organization and Indexing	\$3,000.00
Columbia	Organization and Indexing	\$3,000.00
Cornwall	Preservation/Conservation; Organization and Indexing	\$3,000.00

Coventry	Preservation/Conservation	\$3,000.00
Darien	Preservation/Conservation	\$3,000.00
Deep River	Storage and Facilities	\$3,000.00
Derby	Organization and Indexing	\$3,000.00
Durham	Storage and Facilities	\$3,000.00
East Granby	Preservation/Conservation	\$3,000.00
East Haddam	Storage and Facilities	\$3,000.00
East Hartford	Organization and Indexing	\$4,000.00
East Haven	Preservation/Conservation	\$4,000.00
East Lyme	Organization and Indexing	\$3,000.00
East Windsor	Storage and Facilities	\$3,000.00
Easton	Organization and Indexing	\$3,000.00
Ellington	Preservation/Conservation	\$3,000.00
Enfield	Preservation/Conservation	\$4,000.00
Essex	Organization and Indexing	\$3,000.00
Fairfield	Preservation/Conservation	\$4,000.00
Farmington	Program Development	\$4,000.00
Franklin	Preservation/Conservation	\$3,000.00
Glastonbury	Preservation/Conservation	\$4,000.00
Granby	Preservation/Conservation	\$3,000.00
Greenwich	Organization and Indexing	\$4,000.00
Griswold	Storage and Facilities	\$3,000.00
Groton	Preservation/Conservation	\$4,000.00
Guilford	Storage and Facilities	\$3,000.00
Haddam	Storage and Facilities	\$3,000.00
Hamden	Preservation/Conservation	\$4,000.00
Hartford	Organization and Indexing	\$6,500.00
Harwinton	Preservation/Conservation; Storage and Facilities	\$3,000.00
Killingly	Preservation/Conservation	\$3,000.00
Killingworth	Preservation/Conservation	\$3,000.00
Lebanon	Preservation/Conservation	\$3,000.00
Ledyard	Storage and Facilities	\$3,000.00
Lisbon	Storage and Facilities	\$3,000.00
Litchfield	Preservation/Conservation	\$3,000.00
Lyme	Program Development	\$3,000.00
Madison	Organization and Indexing	\$3,000.00
Manchester	Storage and Facilities	\$4,000.00
Mansfield	Organization and Indexing	\$4,000.00
Marlborough	Organization and Indexing	\$3,000.00
Meriden	Preservation/Conservation	\$4,000.00
Middlebury	Organization and Indexing	\$3,000.00
Milford	Organization and Indexing	\$4,000.00
Monroe	Organization and Indexing	\$3,000.00

Montville	Storage and Facilities	\$3,000.00
Morris	Storage and Facilities	\$3,000.00
New Britain	Organization and Indexing	\$4,000.00
New Fairfield	Organization and Indexing; Preservation/Conservation	\$3,000.00
New Hartford	Preservation/Conservation	\$3,000.00
New Milford	Preservation/Conservation	\$4,000.00
Newington	Organization and Indexing	\$4,000.00
Newtown	Preservation/Conservation	\$4,000.00
Norfolk	Organization and Indexing	\$3,000.00
North Canaan	Preservation/Conservation	\$3,000.00
North Haven	Organization and Indexing	\$3,000.00
Norwalk	Preservation/Conservation	\$4,000.00
Norwich	Organization and Indexing	\$4,000.00
Old Lyme	Preservation/Conservation	\$3,000.00
Orange	Preservation/Conservation	\$3,000.00
Oxford	Preservation/Conservation; Storage and Facilities	\$3,000.00
Plainville	Preservation/Conservation	\$3,000.00
Portland	Organization and Indexing	\$3,000.00
Putnam	Organization and Indexing	\$3,000.00
Redding	Preservation/Conservation	\$3,000.00
Rocky Hill	Preservation/Conservation	\$3,000.00
Salem	Organization and Indexing	\$3,000.00
Salisbury	Organization and Indexing; Program Development	\$3,000.00
Scotland	Storage and Facilities	\$3,000.00
Seymour	Organization and Indexing	\$3,000.00
Shelton	Preservation/Conservation	\$4,000.00
Sherman	Preservation/Conservation	\$3,000.00
Southbury	Organization and Indexing	\$3,000.00
Southington	Preservation/Conservation	\$4,000.00
Stamford	Preservation/Conservation	\$6,500.00
Stonington	Storage and Facilities	\$3,000.00
Suffield	Organization and Indexing	\$3,000.00
Tolland	Organization and Indexing	\$3,000.00
Torrington	Organization and Indexing	\$4,000.00
Vernon	Preservation/Conservation	\$4,000.00
Voluntown	Preservation/Conservation	\$3,000.00
Wallingford	Preservation/Conservation	\$4,000.00
Warren	Organization and Indexing; Preservation/Conservation	\$3,000.00
Washington	Preservation/Conservation	\$3,000.00
Waterbury	Preservation/Conservation	\$6,500.00
Waterford	Preservation/Conservation	\$3,000.00
Watertown	Preservation/Conservation	\$3,000.00
West Hartford	Preservation/Conservation; Storage and Facilities	\$4,000.00

Weston	Preservation/Conservation	\$3,000.00
Westport	Organization and Indexing	\$4,000.00
Wethersfield	Program Development	\$4,000.00
Winchester	Organization and Indexing; Preservation/Conservation	\$3,000.00
Windham	Organization and Indexing	\$4,000.00
Windsor	Preservation/Conservation	\$4,000.00
Wolcott	Preservation/Conservation	\$3,000.00
Woodbridge	Organization and Indexing	\$3,000.00
<b>Total</b>		<b>\$397,500</b>

**B. Cycle 2 Targeted Grant Awards (December 2015)**

<b>Municipality</b>	<b>Category</b>	<b>Amount</b>
Bethany	Preservation/Conservation	\$3,000.00
Branford	Preservation/Conservation	\$4,000.00
Bridgeport	Organization and Indexing	\$6,500.00
Bridgewater	Storage and Facilities	\$3,000.00
Bristol	Organization and Indexing	\$4,000.00
Chaplin	Organization and Indexing; Preservation/Conservation	\$3,000.00
East Hampton	Organization and Indexing	\$3,000.00
Eastford	Organization and Indexing	\$3,000.00
Goshen	Preservation/Conservation	\$3,000.00
Hampton	Organization and Indexing	\$3,000.00
Hartland	Organization and Indexing	\$3,000.00
Hebron	Preservation/Conservation	\$3,000.00
Kent	Organization and Indexing	\$3,000.00
Middlefield	Preservation/Conservation	\$3,000.00
Middletown	Preservation/Conservation	\$4,000.00
Naugatuck	Organization and Indexing	\$4,000.00
New Canaan	Storage and Facilities	\$3,000.00
New Haven	Organization and Indexing	\$6,500.00
New London	Organization and Indexing; Preservation/Conservation; Storage and Facilities	\$4,000.00
North Branford	Preservation/Conservation; Storage and Facilities	\$3,000.00
North Stonington	Organization and Indexing	\$3,000.00
Plymouth	Organization and Indexing	\$3,000.00
Roxbury	Preservation/Conservation	\$3,000.00
Sharon	Preservation/Conservation	\$3,000.00
Simsbury	Organization and Indexing; Preservation/Conservation	\$3,000.00
Sprague	Preservation/Conservation	\$3,000.00
Stafford	Storage and Facilities	\$3,000.00
Thomaston	Preservation/Conservation	\$3,000.00
Thompson	Preservation/Conservation	\$3,000.00
Trumbull	Organization and Indexing	\$4,000.00

Union	Preservation/Conservation; Storage and Facilities	\$3,000.00
West Haven	Organization and Indexing	\$4,000.00
Westbrook	Preservation/Conservation	\$3,000.00
Wilton	Preservation/Conservation	\$3,000.00
Woodbury	Storage and Facilities	\$3,000.00
<b>Total</b>		<b>\$119,000</b>

### III. Grant Program Administration

The program is administered by the State Library's Office of the Public Records Administrator. Staff meets 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.

The current account balances and projected balances are reviewed each year at the fall meeting of the Advisory Committee before setting the grant award levels for the upcoming grant year. Based on this fiscal evaluation, it was determined that FY 2016 grant award levels must be decreased from those set the prior year.

As stated in Section II, FY 2016 grant award levels were set at \$3,000 for small towns, \$4,000 for medium towns, and \$6,500 for large towns. This represented a decrease of \$2,000, \$2,500 and \$4,000 respectively, as FY 2015 award levels were \$5,000, \$7,500 and \$10,500, 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 2016:

- Jane Cullinane, Preservation Librarian
- Joyce P. Mascena, Glastonbury Town Clerk
- Richard McQuaid, Norwalk Town Clerk
- Therese Pac, Bristol Town Clerk
- Carla Pomproicz, Hebron Town Clerk
- LeAnn Power, Public Records Administrator
- Patricia A. Riley, Ledyard Town Clerk
- Virginia Salisbury, Southbury Town Clerk (through 6/1/2016)
- 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 will vary 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 2016**

<b>Beginning Balance as of July 1, 2015</b>	<b>\$1,042,937</b>
<b>Receipts:</b>	
<b>FY 2016 Receipts</b>	\$869,633
<b>FY 2016 Interest Earned</b>	\$2,066
	<u>\$871,699</u>
<b>FY 2016 Fund Sweep</b>	-\$18,781
<b>Total Available funds</b>	<u><u>\$1,895,855</u></u>
<b>Expenditures:</b>	
<b>Grants Awarded</b>	\$516,500
<b>Returned Grant Funds</b>	-\$2,404
	<u>\$514,096</u>
<b>CSL Operating Expenses</b>	\$289,905
<b>Total Expenditures</b>	<u><u>\$804,001</u></u>
<b>Year End Balance as of June 30, 2016</b>	<b>\$1,091,854</b>
<b>Reserved for Grants</b>	<b>\$731,023</b>
<b>Reserved for Administrative Expenses</b>	<b>\$360,831</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 2016, there was a 6.78% increase in revenues as compared to the prior year. This increase, however, followed a 16% decrease in revenues in FY 2015.

The account is also impacted by legislative adjustments intended to reduce projected General Fund deficits. Pursuant to Public Act No. 16-1, *An Act Making Adjustments to the State Budget for the Biennium Ending June 30, 2017*, the Secretary of the Office of Policy and Management was authorized to transfer \$18,781 to the General Fund for the fiscal year ending June 30, 2016.

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 2016, the Historic Documents Preservation Program did not receive \$476,724 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.

Established in 2001, the Historic Documents Preservation Program has funded over two thousand records projects and distributed over \$14 million in grants to municipalities to date. The preservation and management of public records, including land records, maps, minutes and vital records, is well-established as an essential function of municipal government. These records 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,



LeAnn R. Power, CRM  
Public Records Administrator