

Annual Report to the Joint Standing Committee on Government Administration on the Preservation Activities of the Connecticut State Library

Edw. Hooker
1838.

HOUSES AND LANDS, WITH A DESCRIPTION THEREOF.

Dwelling, Houses and land appurtenances thereon, not exceeding two acres.	Where situated.	Bounded North.	East.	South.	West.	No. of Acres.	Value per acre.	Value by Assessors.	
1. Homestead including White house - Red House and Yellow Cottage - with all the house lot except some Hooker's 2 acres with Barn &c. appurtd about 5 ac.	On the corner of High Street and Mountain Street.	Sar. Hooker and S. Dickman	S. D. High St.	Mount Street	F. A. Cowles and Martin C.	5 1/2		4300	
2. Porter house with all the land and buildings on the upper corner of High & Mt. Streets - being very nearly 1/2 acre - including what in list of 1837 was called S. M.	Upper corner of H. & M. Streets	W. Whitson	H. & C. Cowles	Mt. Street	High St.	1/2 3/4		1355 5685	
Tract or Lot, No. 1.									
1. Porter tract including Semiah and part of Pitkin lot and all the land and buildings on the corner of High & Mt. Streets - being very nearly 1/2 acre - including what in list of 1837 was called S. M.		Mt. Street N. Porter John Hooker	Highway and Old Hooker	Richd. East B. Root's house Ch. Hill Mrs. DeLancey S. Pitkin &c. &c.	Ch. Hill Mrs. Sherman S. Dinning S. Pitkin &c. &c.	46	66	1656	
2. Mountain tract beginning on St. of Mt. Mountain and running up to Mountain and in all the land in that connection with the unimproved land on St. of Mt. what in list of 1837 was called No. 2 - (not including the 1/2 acre) appurtd about 1/2 acre.		Stewart, Gay, Richd. Bodwell, H. Cowles &c.	Highway or 2 Mt. Gay St.	Road from 1st 2 Mt. up near Paul's house N. S. Phelps &c.	H. Cowles Bodwell Hill Way near Paul's house &c.	42	25	1050	
3. Bridge Lot - near Cowles bridge - two well improved to near - including appurtd about 3 1/2 acres						3 1/2	152	525	
4. Great Pasture - appurtd about 40 acres of the day or nearly past - including the unimproved land on St. of Mt. what in list of 1837 was called No. 3 - (not including the 1/2 acre) appurtd about 1/2 acre.						40	40	1600	
5. River Lot in regular meadow - bordering on B. River at the Little Road - appurtd about 14 acres						14	65	910	
6. Webster Wood Lot - about 9 acres - near top of Hill - about 1/4 mile from Bridge - on South side of river						9	18	162	
						67		5925	

{* one acre to much by mistake should be 3/4

HISTORIC DOCUMENTS PRESERVATION PROGRAM 2014 ANNUAL REPORT



Connecticut State Library
Hartford, Connecticut
September 1, 2014

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Front Cover

[Tax] List of Edward Hooker of Farmington for the year 1838 Connecticut State Library, State Archives, RG 062:052, Town of Farmington records, series "tax records"

**Annual Report to the
Joint Standing Committee on Government Administration
on the Preservation Activities of the
Connecticut State Library
with its Portion of the Historic Documents Preservation Fund**

I. Preservation and Management of Historic Documents

Summary Statement:

Fiscal Year 2014 saw an significant decrease in the revenue received by the State Library from real estate recording fees for the Historic Documents Preservation Program authorized under Connecticut General Statutes §11-8i through § 11-8n. A major contributing factor was a legislative change to the State Library's portion of the recording fee that went into effect July 2013. Under Public Act 13-184, recording fees were increased for documents with nominees and new distribution requirements were set for those fees. The distribution of the new fee did not include the Historic Documents Preservation Fund, although funds continue to be credited to the Community Investment Account, another program funded through land recording fees by statute. Rather than maintaining the existing distribution requirement for the two dollar historic documents preservation fee, this fee was folded into new state and local distributions.

Prior to its implementation, staff analysis of prior annual figures predicted that the loss to the fund would be 25-30% of fund revenue. Although FY 2014 began with an impressive 68% increase in revenue for the first month of the fiscal year, once the change was fully implemented in August, fund revenue fell an average of 25% as predicted for the rest of the year. The clerks also saw similar decreases, some of which may be the result of filers finding ways to avoid recording documents as MERS documents. There were likely other factors having an impact, including another downturn in the real estate market. The clerks have seen foreclosures slow down as well.

This reduction did not immediately impact Library services during FY2014 as it has maintained a fiscally conservative approach to the fund. Since the start of the Great Recession, it has reduced spending and postponed projects. During FY2014, the Library was able to continue accessioning, preserving and managing local government records; administering the municipal grant program; providing records training and outreach programs for municipalities; and supporting professional staff development. It also continued to support the editing work required for the publication of the next volume of the *Public Records of the State of Connecticut*. However, all of these programs are being offered at the most minimal level. The Library may not be able to sustain its level of support for every program in the current fiscal year.

The State Librarian has recommended that two dollars of the fee collected under Public Act 13-184 be credited to the Historic Documents Preservation Fund to keep the fund whole. The Library unsuccessfully tried to get the funding restored in 2014 legislative session.

A. *Preservation Projects*

1. Local Records Projects:

Accessions: As a result of the Historic Documents Preservation Program, some towns have chosen to transfer records to the State Archives Unit within the Library to ensure their preservation. The State Archives received the following items this year:

- Barkhamsted voter registration cards, 1942-1955, .25 cubic feet
- Columbia grand lists and individual tax lists, 1937-1989, 127 volumes; and trial justice court dockets and warrants, 1939-1960, 1 cubic foot
- Ledyard welfare files, 1934-1955, 1 cubic foot
- Lyme administrative records, 1855-1907, 1940; election records, circa 1750-1965; poor relief records, 1937-1947; and tax records, 1891-1916, 6 cubic feet
- Newtown 12/14 Condolence Letters, 2012-2013, 64 cubic feet
- Windham Treasurer journals, 1898-1926; and record of electors, 1928-2006, 13 volumes

The State Archives acquired 129 record books and 12 cubic feet of files from 7 probate courts in FY 2014:

- Deep River Probate Court wills, 1949-1976, 2 cubic feet
- East Lyme Probate Court record books, 1843-1976, 54 volumes
- Haddam Probate District files, 1900-1962, 9 cubic feet
- Montville Probate Court record books, 1852-1975, 17 volumes
- Old Lyme Probate Court record books, 1821-1974, 47 volumes
- Plainville Probate Court real estate certificates, 1935-1978, 1 cubic foot
- Salem Probate Court record books, 1842-1976, 11 volumes

2. Access to Historical Records:

A Government Records Archivist and Library Aide continued processing Farmington town records. An additional 7 cubic feet have been unfolded and flattened. A total of 14.5 cubic feet of records have been placed in archival folders.

B. *Public Records of the State of Connecticut*

The project to edit volume 21 of the *Public Records of the State of Connecticut* is on schedule to be published in 2015. Volume 21 covers the Connecticut legislative session years of 1821-1822.

C. Grant Administration

The Office of the Public Records Administrator awarded targeted grants totaling \$690,500 to 144 municipalities. Grants were awarded in the amounts of \$4,000, \$6,500 and \$9,500 for small, medium and large towns, respectively. However, there was not sufficient funding available for the program to offer competitive grants.

D. Professional Outreach and Training:

1. The Public Records Administrator, Public Records Archivist and Field Archivist attended the fall conference of the Town Clerks Association on September 12 and 13, 2013 in Westbrook and April 10 and 11, 2014 in Southbury. The Public Records Archivist staffed an information table to provide clerks with information related to disaster recovery, electronic recording, and the grant program. The Public Records Administrator and Field Archivist spoke with vendors who work on grant-funded projects and those that provide eRecording services. Staff participated in educational program, "When Disasters Strike....," during the fall conference which covered information for town clerks regarding records disaster planning and recovery. The Public Records Administrator attended a session at the spring conference on how individuals need to reinvent themselves and the way they do business in an ever-changing economic climate.
2. Staff provided three records management training sessions for municipal employees on a variety of topics, including management of e-mail, police records, election records, library records, and general records retention. The Office of the Public Records Administrator partnered with the Connecticut Council of Municipalities to provide two introductory records management training workshops as part of CCM's Leadership Workshop series. This has allowed the staff to more efficiently provide training to a larger number of local officials than it could on its own. This workshop has become the most popular offering in the series. Public Records and State Archives staff along with the Preservation, Digital Projects and CDNP Librarian presented the Records Management module of the Town Clerks School.
3. State Library staff working with the Department of Administrative Services' Learning Center staff provided essential records and disaster preparedness training to town clerks and other municipal staff. The courses, offered annually, were developed through the Intergovernmental Preparedness for Essential Records [IPER] project by FEMA in conjunction with the Council of State Archives. The two-part IPER program trains state and local officials on identifying and protecting critical operating records necessary for emergency response and disaster recovery as well as disaster response planning including risk mitigation and recovery.
4. The Public Records Administrator gave a presentation to the Connecticut Professional Genealogists Council on November 3 at the Emmanuel Lutheran Church in Hartford.

E. Professional Development

Assistant State Archivist Allen Ramsey successfully completed all the requirements for the Society of American Archivists (SAA) Digital Archives Specialist Certificate including passing the comprehensive examination in November.

Archivist Lizette Pelletier attended the joint meeting of the Society of American Archivist [SAA] and the Council of State Archivists [CoSA] in August representing the Connecticut State Historical Records Advisory Board as its Deputy Coordinator.

II. Administrative Expenses for the Historic Documents Preservation Grant Program

<i>Personnel Costs</i>	\$	269,277
<i>Program Administrative Costs</i>		
Educational Services and Contractual Support	\$	24,522
Supplies	\$	599
Van / Equipment Lease	\$	2,150
Van Block Facility Security	\$	45,101
Van Block Facility Maintenance	\$	430
Document acquisition	\$	<u>830</u>
	\$	75,056
FY 2014 Administrative Total	\$	342,909
<i>Grants Awarded</i>		
144 Targeted Grants	\$	690,500
Unexpended Grant Funds Returned	\$	<u>- 0</u>
	\$	690,500
FY 2014 Grants Total	\$	690,500