



For Information Only

**CITY OF BRISTOL
BOARD OF FINANCE AGENDA REQUEST FORM**

To: Board of Finance Commissioners

From: Town Clerk
(Requesting Department)

Date: April 10, 2019
(Submission Date)

For the April 23, 2019 Board of Finance Meeting Agenda
(Date of Meeting)

This request is for:
(Please check the type of request and list in whole dollar amounts)

- Additional Appropriation \$ _____
- New Appropriation \$ _____
- Transfer from Contingency \$ _____
- Transfer(s) \$ _____
- Grant \$ 7,500.00
- Carry-over(s) \$ _____

Approval:

This request was approved by the City Council at its meeting held on April 9, 2019.

Cheryl Poe Town Clerk
(Department Head's signature)

Board of Finance Agenda Request Form

All requests to appear on the Board of Finance meeting agenda for consideration must be submitted to Jodi McGrane in the Comptroller's Office by 10:00 a.m. Monday of the preceding week of the meeting. Board of Finance Meetings are held on the fourth Tuesday of each month at 5:30 p.m. in the Council Chambers.

Reason for request:

The purpose of the request is to refer to the Board of Finance for any necessary action the grant application to the Connecticut State Library Historic Documents Preservation Grant Program for the backfile conversion of Bristol Land Records dating back to 1785.

Additional Appropriation(s) and/or Appropriation(s) complete the following:

Account	Account Name	Amount
_____	_____	_____
_____	_____	_____
_____	_____	_____

Transfer(s) complete the following:

From: _____	To: _____	Amount: _____
From: _____	To: _____	Amount: _____
From: _____	To: _____	Amount: _____

Grants:

Total Amount: Grant \$7,500

City Share \$ _____ %

Federal/State Share \$ _____ %

Carry-overs list the following:

Account	Account Name	Amount
_____	_____	_____
_____	_____	_____
_____	_____	_____



City of Bristol
Office of Town and City Clerk
111 North Main Street
Bristol, Connecticut
(860)584-6200

April 10, 2019

Board of Finance
Diane M. Waldron, Clerk
City Hall
111 North Main Street
Bristol, Connecticut 06010

Dear Members:

At a meeting of the City Council on April 9, 2019 it was voted to approve the submission of an application for funds to the Connecticut State Library Historic Documents Preservation Grant Program, to authorize the Mayor to execute any and all documents associated with the application/grant, and to refer the matter to the Board of Finance for any necessary action.

Very truly yours,

A handwritten signature in cursive script, appearing to read "Therese Pac".

Therese Pac, MCTC, MMC
Town and City Clerk

TP/dml



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City of Bristol
Office of Town and City Clerk
111 North Main Street
Bristol, Connecticut 06010
(860) 584-6200 ext. 0

DATE: April 2, 2019

TO: Mayor Ellen A. Zoppo-Sassu
City Council Members

FROM: Therese Pac
Town and City Clerk

RE: Connecticut State Library Historic Documents Preservation Grant Program 2020

Background

The Connecticut State Library Historic Documents Preservation Grant Program was created to enhance or improve the preservation and management of historic documents in municipalities. The City of Bristol is eligible to apply for a \$7,500 grant for FY2020 for the backfile conversion of Bristol land records. Backfile conversion is the process of scanning and indexing a collection of paper-based records, then storing them in a digital format. The Bristol Town and City Clerk will hire a backfile conversion specialist, COTT Systems to convert a portion of the City's land records from 1907 to 1785 to make them more accessible for City residents as well as preserve the 'hard copy permanent records. The Bristol Town and City Clerk currently owns the necessary software to store the digital images. This grant will pay for the cost of digitizing those records and linking them to the indexes.

Requested Action

To approve submission of an application for funds to the Connecticut State Library Historic Documents Preservation Grant Program, to authorize the Mayor to execute any and all documents associated with the application/grant, and to refer the matter to the Board of Finance for any necessary action.

City Match

There is no City cash match or in-kind match requirement for the grant.

Presented at Council Meeting

4/9/2019

Adopted

Ordered Filed

Referred to

Refer to Board of Finance
Doc