



For Information Only

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

To: Board of Finance Commissioners

From: Town Clerk
(Requesting Department)

Date: September 11, 2020
(Submission Date)

For the September 22, 2020 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 \$ _____
- Transfer from Contingency \$ _____
- Transfer(s) \$ _____
- Grant \$ _____
- Carry-over(s) \$ _____
- Other

Approval:

This request was approved by the City Council at its meeting held on September 8, 2020.

Cheryl Poe, Town Clerk
(Department Head's signature)

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.

For information only

Board of Finance Agenda Request Form

Reason for request:

The purpose of the request is to refer to the Board of Finance for any necessary action the Connecticut State Library Historic Documents Preservation Grant for up to \$7,500.

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 \$ _____

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

September 11, 2020

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 September 8, 2020 it was voted to refer to the Board of Finance for any necessary action the Connecticut State Library Historic Documents Preservation Grant for up to \$7,500.

Very truly yours,

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

Therese Pac, MCTC, MMC
Town and City Clerk



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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: September 2, 2020

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 2021

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 up to a \$7,500 grant for FY2021 for the backfile conversion of Bristol land indexes. Backfile conversion is the process of scanning and storing the indexes 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 indexes from 1865 to 1882 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 indexes. The Town and City Clerk just completed a nine year back scan project paid entirely through grant funds that scanned all Bristol land record books starting with Volume 1 in 1785.

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

9/8/2020

Adopted Ordered Filed Referred to Office
Refer to Board of Finance