

Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

Gregg Schuster, First Selectman

**Board of Selectmen Agenda
Special Meeting
Thursday, April 25, 2013
Colchester Town Hall**

Meeting Room 1 – at 4:30PM

1. Call to Order
2. Discussion and Possible Action on Historic Documents Preservation Grant
3. Executive Session to Discuss Senior Center Director Hiring
4. Discussion and Possible Action on Senior Center Director Hiring
5. Adjourn


NANCY A. BRAY
TOWN CLERK

2013 APR 23 AM 10:39

RECEIVED
COLCHESTER, CT

**Town of Colchester
Office of the Assessor**

Memorandum

To: Gregg Schuster, First Selectman
From: John Chaponis, Assessor 
CC: BOS
Date: April 15, 2013
Re: Application for Historic Documents Preservation Grant

Attached herewith please find the annual Historic Documents Grant Application from the State Library. In past years, the Town Clerk has applied for this grant but this year has agreed to allow the Assessor to apply.

I hereby request that the BOS make the following motion:

“Motion to appoint John Chaponis, Assessor, as the applicant for the Historic Documents Preservation Grant for FY 13-14”

After which the First Selectman needs to sign the second page.

APPLICATION
TARGETED GRANT FY 2014
 Historic Documents Preservation Program
 Connecticut Municipalities
 GP-001 (rev. 12/11)



STATE OF CONNECTICUT
 Connecticut State Library
 PUBLIC RECORDS ADMINISTRATOR
 231 Capitol Ave., Hartford, CT 06106

This form may be completed and printed for submission at www.eslib.org/publicrecords/histdoc/grantforms.htm.

Name of Municipality:	Colchester		
Name of Municipal CEO:	Gregg B. Schuster	Title:	First Selectman
Phone with Area Code:	860-537-7220	FAX:	860-537-0547
Email:	selectman@colchesterct.gov		
Name of Town Clerk:	Nancy A. Bray	Title:	Town Clerk
Phone with Area Code:	860-537-7215	FAX:	860-537-0547
Email:	townclerk@colchesterct.gov	Check if Designated Applicant:	<input type="checkbox"/>
TC Mailing Address:	127 Norwich Avenue, Colchester, Connecticut 06415		
MCEO Address if Different:			

Grant Application Deadline: Cycle 1: April 30, 2013 Cycle 2: September 30, 2013

Grant Contract Period: The contract period begins after July 1, 2013 AND receipt of the fully executed contract. Grant projects must be completed and funds expended by June 30, 2014.

Maximum Grant Allowed:

\$4,000	Small Municipality	Population less than 25,000
\$6,500	Medium Municipality	Population between 25,000 and 99,999
\$9,500	Large Municipality	Population of 100,000 or greater

Amount Requested: \$ 4,000

Grant Category(ies):

<input type="checkbox"/> Inventory and Planning	<input type="checkbox"/> Organization and Indexing
<input type="checkbox"/> Program Development	<input checked="" type="checkbox"/> Storage and Facilities
<input type="checkbox"/> Preservation/Conservation	

Budget Summary	Grant Funds (A)	Local Funds (B)	Total Funds (A+B)
1. Consultants/Vendors (Total cost for all consultants and vendors)	\$	\$	\$
2. Equipment (Total cost for eligible items, i.e. shelving)	\$ 4,000	\$	\$ 4,000
3. Supplies (Total cost for eligible items, i.e. archival supplies)	\$	\$	\$
4. Town Personnel Costs (Total cost for all town personnel)	¹ \$	² \$	\$
5. Other (Please specify on a separate sheet)	\$	\$	\$
6. TOTAL	\$ 4,000	\$	\$ 4,000

¹ Base pay only for personnel hired directly by the municipality. Personnel costs for vendors should be listed under Consultants/Vendors.

² Personnel taxes and benefits must be paid by the municipality if grant funds used for base pay.

Application: Instructions and Form

Consult the *Guidelines* booklet for information regarding grant categories and projects, allowable expenses and application procedures. The booklet can be printed from the link online at <http://www.cslib.org/publicrecords/histdoc/grantforms.htm>.

Complete the form using a computer or typewriter. On your computer, open the form online at www.cslib.org/publicrecords/histdoc/grantforms.htm. Save a copy to your computer (using "Save As"). Click on each highlighted field [

] and type your information, or use the Tab button to page through the fields. To check a box, click on the box. Print the form for signatures and submission.

Follow the instructions included on the form. In addition, please note the following:

- **Name of Municipality:** Use the format "Town of ____" or "City of ____."
- **Designated Applicant Checkbox:** If the Municipal Chief Executive Officer chooses to appoint the Town Clerk as the applicant for the grant (as indicated on the second page of the application), check this box.
- **Grant Category:** If there is more than one project, more than one category may be selected. For a description of each category, see Section VII of the *Guidelines* booklet.
- **Budget Summary:** List the total costs under each category (Consultants/Vendors, Equipment, Supplies, Town Personnel Costs), indicating grant funds and local funds (if any). Total the lines across and down.

Note that if total project expenses are less than the full grant amount, applicants are encouraged to include another project, for example, the purchase of eligible supplies or equipment, to reach the maximum grant amount. See Sections IX and X of the *Guidelines* booklet for additional information.

- **Designation of Town Clerk as Applicant:** The MCEO completes this section only if designating the Town Clerk as the applicant. If not, it is left blank.
- **Certification of Application:** The applicant signs this certification. If the Town Clerk has been designated as the applicant, the Town Clerk signs. If not, the MCEO signs.
- **Signatures:** Signatures must be original, in blue or black ink.
- **Check that required attachments are enclosed:** As indicated on page two of the application, the narrative page and supporting documentation must be enclosed with the application. Please do not use staples.
- **Mail the completed application to:** Kathy Makover, Field Archivist, Connecticut State Library, 231 Capitol Avenue, Hartford, CT 06106
- **After mailing the application:** It is recommended that the Town Clerk bring the resolution to the governing board after submitting the application. For additional information, see Section X, subsection 2, of the *Guidelines* booklet.
- **For questions or assistance:** Please contact Kathy Makover at (860) 566-1100 ext. 303 or kathy.makover@ct.gov.

Narrative

Answer the following four questions on a separate page, numbering each answer to correspond with the question. If applying for more than one project, be sure to include information on each project. A vendor's proposal or prepared text may not be used in place of the applicant's own words.

1. **Describe the project(s).** Identify the specific records involved (including type of records, volume numbers and dates), what will be done, and why.
2. **Identify the vendors and/or town personnel.** Include their assigned duties and the timeframe for completing the work.
3. **Describe what the municipality hopes to accomplish with the grant.** Indicate how the project(s) will impact the records, the office and the municipality.
4. **Provide a detailed budget.** For each Budget Summary line item (*Consultants/Vendors, Equipment, Supplies, and Town Personnel Costs*), list the detailed expenses that make up that line item. Split the costs between grant and local funds, if applicable. For any *Town Personnel Costs*, include the job title, hourly rate, and total number of working hours for each individual.

Note: If applying for only **one project** and using only **one vendor**, you may **omit** the detailed budget provided that the expenses are clearly indicated on the enclosed vendor proposal.

Supporting Documentation

Enclose copies of supporting documentation. For consultants/vendors, provide a copy of the proposal or quote. For direct purchases of equipment or supplies, provide a copy of the product information/pricing.

Designation of Town Clerk as Applicant

This section to be completed only if the MCEO wishes to designate the Town Clerk to make the application for the grant.

I hereby designate, _____, the Town Clerk, as the agent for making the above application.

Signature of MCEO

Date

Typed Name and Title of MCEO

MCEO to Sign

Certification of Application

This section must be signed by the applicant.

If the Town Clerk has been designated above, the Town Clerk must sign. If the Town Clerk is not designated, the MCEO must sign.

I hereby certify that the statements contained in this application are true and that all eligibility requirements as outlined in the *FY 2014 Targeted Grant Guidelines* have been met.

Signature of Applicant (MCEO or Town Clerk if Designated)

Date (must be same as or later than above date)

Typed Name and Title of Applicant

For State Library Use Only

Grant Disposition: Approved Denied

Grant Award: \$ _____

Grant Number: _____ - _____ - _____

Signature of Public Records Administrator

Date

TOWN OF COLCHESTER

Historic Documents Preservation

Targeted Grant Application Second Page

Narrative Description:

1. The entire amount of the grant will be used for storage of historic assessment data, revaluation cards, assessment cards, inspection reports, litigation between the property owner and the town, assessment maps, and historic photographs. The town has grown dramatically over the last twenty years where Colchester went from 3,382 improved properties in 1991 to 5,470 today (an increase of 62%). We have exceeded our secure storage space and are currently storing historic documents in cardboard boxes stacked on the floor. Our current situation is detrimental to their further existence because these documents are regularly viewed, by the public and staff, resulting in slowly being destroyed due to their environment.
2. The cost is solely for the storage equipment and the only vendor is Suburban Stationers. Their cost includes delivery and the timeframe is within 30 days of confirming the order. The unit price is pursuant to the state contract pricing.
3. This project will enable us to better organize and index all our of historic assessment data on every property in town by implementing a new filing system in which we comingle documents from several different files all into one file by each property location. The storage equipment will safeguard these documents for years to come and avoid any further deterioration while keeping them readily available for inspection/viewing.
4. Please see attached price quote.

Price Quote

ASF ENTERPRISES, LLC.			Date:	4/15/2013
DBA/Suburban Office Furniture			Valid Until:	5/15/2013
24 Stack St.				
Middletown, CT 06457				
http://mynewdesk.com/				

Customer		Ship To		
Company:	COLCHESTER ASSESSOR	Name:		
Contact:		Contact:		
Address		Address:		
City, State, ZIP		City, State ZIP:		
Phone/Fax:		Phone/Fax:		

Item	Description	Qty	List Price	Your Price	TOTAL
HON 895L	5 DRAWER LATERAL, 800 SERIES	4	\$1,929.00	\$925.92	\$3,703.68
HON 919492	FRONT TO BACK RAILS	16	\$43.00	\$20.64	\$330.24
	** PRICE IS FOR DOCK DELIVERY **				
				Sub Total:	\$4,033.92
				CT Sales Tax:	
				Grand Total:	\$4,033.92