

Town of Underhill

ARPA Funds Use Proposal – PHASE 1

Committee/Group/Individual Requesting Funding: Town Clerk

Contact Name: Sherri Morin

Phone Number: 899-4434 **Email:** smorin@underhillvt.gov

Date: November 21, 2022

Proposal Name/Brief Description: Town Record Digitization

Scanning town land records. Scanning allows remote access to attorneys, title searchers, real estate agents and residents. By having access to land records remotely, one can quickly access documents for real estate transactions, estate planning, liens and the like, which in turn allows document preparers to expedite documents more quickly.

Estimated Cost/Description of Estimate Process (use the space here and attach additional pages and any supporting documents):

The estimate to scan and digitize land records is approximately \$30,000 - \$35,000. The project includes indexing and scanning of all documents within the volumes presented. The cost also includes uploading documents to Underhill's website allowing for researchers to work remotely with ease. Municipal records are required (1 V.S.A. § 317a) to be preserved indefinitely unless otherwise noted by state archivist.

Town of Underhill

ARPA Funds Use Proposal – PHASE 1

Please Answer the following questions by marking the answer in the space provided.

Benefit to Town of Underhill

Does this proposal	YES	NO	Not Sure
Invest in the town without creating a need for additional or ongoing revenue or expenses? Is this a one-time expense?	X		
Benefit a population that was disproportionately impacted by the pandemic?		X	
Benefit a population underserved prior to the pandemic?		X	
Mitigate and/or help the Town adapt to the effects of climate change?		X	
Improve or create infrastructure for Underhill? Ex. Natural resources, pedestrian access, transportation but not limited to		X	
Align with or impact the goals and priorities of the Town Plan? LINK		X	

Comments: Less vehicle traffic to town hall will cut down on emission's

Feasibility of Project

Can this proposal	YES	NO	Not Sure
Be fully planned, estimated and obligated to the Town by December 31, 2024?	X		
Be fully completed and paid for by the end of 2026?	X		
Be used to leverage or match other grants, funds or projects?		X	

Please attach estimates, quotes, drawings, or supporting documents or elaborate in any way you would like. Please note that the ARPA Advisory Committee only recommends projects to the Selectboard and the Selectboard has the ultimate authority to allocate the funds. [17 V.S.A. § 2664](#)

Links and More Information:

Final Rule – Overview at <https://home.treasury.gov/system/files/136/SLFRF-Final-Rule-Overview.pdf>

Final Rule – FAQ's at <https://home.treasury.gov/system/files/136/SLFRF-Final-Rule-FAQ.pdf>

Specific Information for Town of Underhill at https://www.underhillvt.gov/vertical/sites/%7B4E962BB9-B4BB-4504-A3EE-ED54521A1BCE%7D/uploads/Coronavirus_Local_Fiscal_Recovery_Fund_Overview_Presentation_06092022.pdf

December 6, 2022

Sherri Morin
Town of Underhill, Town Clerk-Treasurer
12 Pleasant Valley Road
Underhill, VT 05489

Dear Sherri,

This proposal addresses the microfilm conversion and archival indexing of land records volumes 40-85 for the Town of Underhill. Kofile Technologies, Inc. (Kofile) is uniquely qualified to address the long-term management, preservation, digital access, and storage of any permanent retention records and active records. The scope of work for this project is comprised of the following:

- Convert Microfilm of Land Records Volumes 40-85
- Index Land Records Volumes 40-85
- Provide Images and Indexed Data to the Town of Underhill

Document counts are estimates.

(INDEX) Archival Indexing of Data

- Double Blind Key Indexing & Verification by Kofile Indexers (3 passes)
- Deed Indexing fields include:
 - Document Type
 - Recorded Date
 - Instrument Number
 - Book, Volume, Page
 - Grantor
 - Grantee
- The Town receives a MASTER (e.g., CD, DVD, ftp, flash drive) in a medium suitable to the project size.

ACCESSABILITY OF RECORDS

Records held at Kofile are viewed as private and confidential and treated as such. The Town of Underhill is guaranteed access to records via email or toll-free fax at our expense. Upon receipt of a records request, Kofile will flag the requested record and verify inventory control, pull supporting paperwork, and email/fax a response to the approved requester or alternate. The turnaround time for a records request will meet or exceed the Town's requirements. Please note that all records (including volumes, documents, digital images, metadata, or microfilm) serviced by Kofile shall remain the property of the Town. This policy is applicable to any agreement, verbal or written, between the Town of Underhill and Kofile.

Please note that all pricing is valid for the inventory herein for 90 days.

TOWN OF UNDERHILL, VT MICROFILM CONVERSION AND INDEXING				
RECORD SERIES	LEVEL OF SERVICE	NO. OF PAGES	UNIT PRICE	TOTAL
Land Records Volumes 40-50	Microfilm Conversion	5,503	\$.15/page	\$825.45
Land Records Volumes 40-50	Indexing	2,201	\$2.25/doc	\$4,952.25
PROJECT TOTAL FOR VOLUMES 40-50				\$5,777.70
RECORD SERIES	LEVEL OF SERVICE	NO. OF PAGES	UNIT PRICE	TOTAL
Land Records Volumes 51-85	Microfilm Conversion	17,875	\$.15/page	\$2,681.25
Land Records Volumes 51-85	Indexing	7,150	\$2.25/doc	\$16,087.50
PROJECT TOTAL FOR VOLUMES 51-85				\$18,768.75

This proposal shall be governed by the terms of use found at www.kofile.com/termsandconditions/.
 Payment Terms: Pay 25% upon executed agreement and two 25% payments at equal periods through the estimated production completion date, with the balance due upon project completion. Actual payment dates to be determined prior to work beginning.

CUSTOMER ACCEPTANCE

 Signature of Authorized Official

 Print Name of Authorized Official

 Title of Authorized Official

 Date

KOFILE ACCEPTANCE

 Signature of Authorized Official

 Print Name of Authorized Official

 Title of Authorized Official

 Date

Please let me know if you have any questions. We look forward to serving the Town of Underhill, and to working together for the preservation and access of its public and historical assets.

Best Regards,



Bob Gerencser
 Account Executive
 bob.gerencser@kofile.com
 203-671-0323