

## Guide to the Westport Town Records Collection

### Collection Overview:

**REPOSITORY:** Westport Museum of History and Culture / Westport Historical Society, 25 Avery Place, Westport, CT

**CALL NUMBER:** RG 2

**TITLE:** Westport Town Records Collection

**DATES:** 1798-2015

**PHYSICAL DESCRIPTION:** 25 linear feet (21 boxes, 16 oversize boxes, 58 bound volumes)

**LANGUAGE:** English

**SUMMARY:** The Westport Town Records Collection contains town records that have been donated to or gathered by the Westport Museum of History and Culture. These are primarily records generated by or related to official town bodies.

### HISTORICAL NOTE:

Like many other towns in New England, Westport's roots are in the Native Americans who frequented the area years ago. The colonial settlers came from three surrounding towns – Norwalk, Fairfield, and Weston, parts of which comprised Westport. The river was the dividing line between Norwalk and Fairfield, and vital to farmers as a pathway to markets for their produce. A small community of wharves, warehouses, stores and a tavern grew up on both sides of the river to become the Village of Saugatuck. The first church built in Westport was the Green's Farms Congregational Church, in 1711, and it served as the focal point of all town activities, from running the schools to collecting the taxes.

After the Revolutionary War, the Village of Saugatuck began to grow as a shipping center. In the 1830s, Daniel Nash, a leading resident, together with 130 other villagers made an application to the Connecticut General Assembly to incorporate Westport as a town. The charter was granted May 28, 1835.

### SCOPE AND CONTENT:

This collection primarily contains records generated or collected by official town bodies. It includes founding documents, meeting minutes, reports, documentation of various town departments, tax and voter records, and miscellaneous other documents. These records were donated to the Westport Museum of History and Culture by the Town or Westport, or were collected by the Museum over a period of years.

### ARRANGEMENT:

Series 1: Annual Reports

Series 2: Historical and Governance Records

Series 3: Town Departments, Commissions, Committees

Series 4: Fire District/Department

Series 5: Public Library

Series 6: Tax and Property Records

Series 7: Voter Records

### Series 1: Annual Reports

Box	Folder		Date
1	1	Selectmen's Report of the Accounts of the Town of Westport	1893, 1894, 1895, 1896
1	2	Annual Report of the Town Meetings, Treasurer, Selectmen, Auditors, Board of School Visitors, Town Health offices of the Town of Westport	1897, 1898, 1899, 1900, 1901, 1902
1	3	Annual Report...	1902, 1903, 1904, 1905, 1906, 1907
1	4	Annual Report...	1908, 1909, 1910, 1911, 1912, 1913, 1914, 1915
1	5	Annual Reports, Town of Westport	1916, 1917, 1918, 1919
2	1	Annual Reports, Town of Westport	1920, 1921, 1922, 1923, 1924
2	2	Annual Reports of the Officers of the Town of Westport	1925, 1926, 1927, 1928
2	3	Annual Reports...	1929, 1930, 1931, 1932, 1933, 1934
3	1	Annual Reports...	1935, 1936, 1937, 1938
3	2	Annual Reports...	1939, 1940, 1941, 1942
3	3	Annual Reports...	1943, 1944, 1945, 1946
3	4	Annual Reports...	1947, 1948, 1949
3	5	Annual Reports...	1950, 1951, 1952
4	1	Annual Reports...	1953, 1954, 1955, 1956, 1957, 1958
4	2	Annual Reports...	1959, 1960, 1961, 1962, 1966
4	3	Annual Reports...	1967-68, 1968-69, 1970, 1972, 1972, 1973
4	4	Annual Reports...	1974, 1975, 1976, 1977
4	5	Annual Reports...	1978, 1979, 1980
4	6	Annual Reports...	1996, 1997

### Series 2: Historical and Governance Records

Box	Folder		Date
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5	1	CT General Assembly actions related to Saugatuck-Norwalk-Fairfield area (photocopies)	1798-1814
5	2	General Assembly actions related to Westport area	1835-1943
5	3	Petition to General Assembly to form town of Westport, General Assembly action, Charter	1835
5	4	Records of town meetings	1835-1840
5	5	Annexation of part of the Town of Fairfield to Westport	1842
5	6	Record of town meeting	1853
5	7	Record of town meeting re. providing support for the families of Westport men serving in the Civil War	1862
5	8	Miscellaneous legal documents	1863-1945
5	9	Notice, minutes, and certification of election of town officers	1882
5	10	Record of town meeting	1898
5	11	Waiver of salary of Selectmen and Town Officers (copy); correspondence related to Selectmen	1934
5	12	Re. Town Charter revision	1949
5	13	Notebook related to Town Charter development; Town Government Study Committee	1953-1956
6	1	Drafts of Charter	1956
6	2	Town Charter	1956
6	3	Newspaper articles about Charter	1956-1957
6	4	Town Charter	1974
6	5	Westport census data	1975
6	6	Code of the Town of Westport and Charter	1981
6	7	Town of Westport Directory	1982
6	8	Charter Revision Commission Final Report	1986
6	9	Inauguration program; Fiftieth Anniversary of Westport Representative Town Meeting, 1949-1999	1993, 1999
6	10	Lists of Town Clerks and Selectmen	n.d.

### Series 3: Town Departments, Commissions, Committees

Box	Folder	.	Date
		<b>Commission for the Elderly</b>	
7	1-2	Records, correspondence	1972-1978
		<b>Parks &amp; Recreation Department</b>	
7	3	Master plan, fee schedules, memos, reports	1979-1981
7	4	Fee schedules, memos, reports	1982-1994
7	5	Survey of Westport residents on Parks & Recreation issues	1995
7	6	Plans, standards, memos, informational booklet	1997-2003, n.d.
		<b>Planning &amp; Zoning Department</b>	
7	7	Zoning Regulations	1930, 1942, 1950
7	8	Zoning Regulations	1953, 1977
7	9	Town Plan of Development	1959
7	10	"Directions for Westport" – update of Town Plan	1975
8	1	Town Plan of Development	1987
8	2	Westport Plan of Conservation and Development – draft	1997
8	3	Miscellaneous plan proposals, studies, reports	1937, 1969-1982

8	4	Study of Development Issues Among Residents of Westport	1983
8	5	Miscellaneous proposals, reports	1989-1996
8	6	Downtown Plan, Town of Westport	2001
8	7	Village District Study	2014
8	8	Miscellaneous proposals, reports	n.d.
8	9	Miscellaneous drawings and maps	1937, 1972-1998
		<b>Police Department</b>	
12	1	Poison Register – record of sales of poison	1881-1913
12	2	Newspaper clippings – reports of police activity, crime, accidents	1923-1924
12	3	Police Department Manual	1935
12	4	Newspaper clippings	1938-2011
		<b>Other town departments, committees</b>	
8	10	Dog warden – dog license book	1924
8	11	Health District – Westport & Weston – formed 1966 – information sheet	
8	12	Symbolic Heritage Preservation Committee	1984-1985
8	13	Transit District – newsletter, maps, incl. for The Minny	1973, 1982, n.d.
8	14	Welfare Department – Stella Chapman, Welfare Director – newspaper clippings, case records	1959-1973

#### Series 4: Fire District / Department

Box	Folder		Date
		<b>Record books</b>	
9	1	Meeting and financial records	1906-1922
9	2	Meeting and financial records	1922-1927
9	3	Westport Fire District Committee record book	1922
9	4	Engine 3 maintenance record	1942-1946
		<b>Annual meeting minutes, reports, and notices</b>	
9	5	Records	1909-1945
9	6	Records	1945-1955
9	7	Records	1956-1959
9	8	Records	1960-1964
9	9	Records	1965-1969
9	10	Records	1970-1977
10	1	Records	1978-1986
10	2	Records	1987-1988
10	3	Report from study of Westport Fire Department	ca. 1977
10	4	Annual report	1979-1980
		<b>Governance documents</b>	
10	5	Constitution and By-Laws of Vigilant Engine Co. No. 3, Westport	1910
10	5	By-Laws of Mayflower Hook & Ladder and Hose Co. No. 1, East Norwalk	1978
10	6	Westport Fire Dept. Rules; Regulations manual; Alarm system and numbers	1917, 1927, n.d.
10	7	Wage Study Committee	ca. 1949

		<b>Fireman's Ball</b>	
10	8	Ticket, programs	1887, 1915, 1947
10	9	Typescript narrative re. Ball of 1891	
		<b>Operational documents</b>	
10	10-11	Re. work schedules and vehicle maintenance; Instructional material and procedure manual	1948-1979, n.d.
10	12	Incident reports	1938-1946
		<b>Miscellaneous correspondence</b>	
10	13	Correspondence	1940-1949
10	14	Correspondence	1950-1953
10	15	Correspondence	1956-1983
		<b>Historical narratives, articles, clippings</b>	
10	16	Historical statements	
10	17	Memorabilia – medal, poem, invitation	
11	1	Newspaper clippings and articles	
		<b>Photographs</b>	
11	2-4	Photos of fire scenes	
11	5-6	Photos of engines, parades, events, including horse-drawn fire engine	1976, n.d.
11	7	Photos of individuals and groups, including Harold A. Shippey, (Chief 1946-1971)	
11	8	Photos of fire stations in Westport	

### Series 5: Public Library

Box	Folder		Date
12	5	By-Laws; revised By-Laws	ca. 1908, 1978
12	5	Dedication ceremony, first report;	1908, 1909
12	6	List of first borrowers	1908-1909
12	7	Clippings and articles about benefactors Mrs. and Mrs. Morris K. Jesup	
12	8	Clippings and articles – history and events	1935-1959
12	9	Clippings and articles – history and events	1964-1987
12	10	Clippings and articles – history and events	1988-1999
12	11	Invitation to CT Library Association meeting held at Westport	1936
12	12	Library brochures, newsletters, report	1945-2015
12	13	Re. library automation	1985
12	14	Fundraising, and building renovations	1957, 1983
12	15	Riverwalk and Gardens; mural by Robert Lambkin	1992-1999
12	16	Renovation campaign and rededication	1994-1998

### Series 6: Tax and Property Records

13		Assessment records – small notebooks	1881, 1887-1898
14		Assessment records – small notebooks	1899-1909
15		Assessment records – small notebooks	1910-1926

16		Tax lists – bound volumes	1918, 1920-1923
17		Tax lists- bound volumes	1925, 1928, 1929
18		Tax directories / Grand lists	1927-1958, 1967
18		Photocopies – Greens Farms Society tax lists	1792-1841
18		Miscellaneous property maps	
OV1		Tax abstracts / Grand lists – bound volumes	1872-1876
OV2		Tax abstracts / Grand lists – bound volumes	1877-1880
OV3		Tax abstracts / Grand lists – bound volumes	1881-1884
OV4		Tax abstracts / Grand lists – bound volumes	1885-1888
OV5		Tax abstracts / Grand lists – bound volumes	1889-1892
OV6		Tax abstracts / Grand lists – bound volumes – Town	1893, 1895
OV6		Tax abstracts / Grand lists – bound volumes – Fire District	1894, 1895
OV7		Tax abstracts / Grand lists – bound volumes – Town	1896-1898
OV7		Tax abstracts / Grand lists – bound volumes – Fire District	1896-1898
OV8		Tax abstracts / Grand lists – bound volumes – Town	1899, 1900
OV8		Tax abstracts / Grand lists – bound volumes – Fire District	1899
OV9		Tax abstracts / Grand lists – bound volumes – Town	1901-1903
OV9		Tax abstracts / Grand lists – bound volumes – Fire District	1900-1902
OV10		Tax abstracts / Grand lists – bound volumes – Town	1904-1905
OV10		Tax abstracts / Grand lists – bound volumes – Fire District	1904-1905
OV11		Tax abstracts / Grand lists – bound volumes – Town	1906-1907
OV11		Tax abstracts / Grand lists – bound volumes – Fire District	1906-1908
OV12		Tax abstracts / Grand lists – bound volumes – Town	1908-1910
OV12		Tax abstracts / Grand lists – bound volumes – Fire District	1909-1910
OV13		Tax abstracts / Grand lists – bound volumes – Town	1911-1913
OV14		Tax abstracts / Grand lists – bound volumes – Town	1914, 1915, 1916
OV14		Tax abstracts / Grand lists – bound volumes – Fire District	1911-1912, 1914, 1915-1916
OV15		Tax abstracts / Grand lists – bound volumes – Town	1917, 1918, 1919, 1920
OV15		Tax abstracts / Grand lists – bound volumes – Fire District	1918-1919, 1920-1923
OV16		Tax abstracts / Grand lists – bound volumes – Town	1921, 1922, 1923, 1924, 1925
OV16		Tax abstracts / Grand lists – bound volumes – Fire District	1924-1927
		<b>Bound volumes on shelves against far wall</b>	
		Tax abstracts / Grand lists - 1926-1950 (25 volumes)	
		Real Estate Rate Books (taxes paid) 1985-1995 (25 volumes)	
		Personal property 1978-1992, 1990, 1995 (3 volumes)	

## Series 7: Voter Records

19		Records of inactive voters / moved out of town A-L	2005
20		Records of inactive voters / moved out of town M-Z	2005
21		Records of voters removed from lists A-Z	2009
21		Moderator's Return Worksheet for election on October 2, 1944	1944