

## Tim Carroll

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**From:** Christine Flynn [flynn@mvcommission.org]  
**Sent:** Wednesday, August 31, 2011 4:57 PM  
**To:** 'Tim Carroll \(\Town Mng\)'; 'Adam Wilson \(\Town Mng\)'; 'Jennifer Rand \(\Town Mng\)'; 'John Bugbee \(\Town Mng\)'; 'Pam Dolby \(\Town Mng\)'  
**Cc:** kathyburton39@comcast.net; 'Alice Butler'; scarter@oakbluffsma.gov; Mark London; Alice Boyd \(\Alice Boyd\)  
**Subject:** RE: FY 2012 CDBG Public Hearings for Community Development Strategies  
Adam, Tim, Pam, John, and Jen,

Below are steps for the first set of public hearings for FY 2012 Community Development Block Grant Application. All six Boards of Selectmen must hold Public Hearings and approve the Community Development Strategies (CDS) by Friday October 14th. The five town Community Development Strategies that were adopted last year will be sent out next week.

Keep in mind that some of the demographic data will need to be updated. West Tisbury's CDS will need to be drafted; I will work on this with the West Tisbury's AH Committee and Town Administrator. Given the tight timeline and that some of the information in the CDS needs to be updated, please schedule the public hearing towards the end of September.

Please do the following steps regarding the Public Hearings for the CDS:

1. The Public Hearing Notice for the Community Development Strategy should state the following:

“Public Hearing: Community Development Strategy

The Town of \_\_\_\_\_ will be holding a Public Hearing on (day, date, time, place) to accept comment on the town's FY12 Community Development Strategy. All residents of \_\_\_\_ are invited and will be heard.”

2. The Public Hearing Notice for the Community Development Strategy must be published for two consecutive weeks in a local newspaper.

3. The Town must provide the legal ads (tear sheets), Public Hearing Notice, Meeting Minutes and Sign-in sheets from the Public Hearing in order to be eligible to participate in the regional CDBG grant.

4. All Public Hearings must be held after 5:00pm when members of the public can meet

Alice Boyd and I are working on a FY 2012 Community Development Block Grant (CDBG) Work Schedule that will outline all of the Public Hearing requirements for the CDBG Application Process. The FY 2012 CDBG Work Schedule along with the Community Development Strategies will be sent out at the end of next week.

I will be out of the office until next Wednesday. Have a great holiday weekend.

Christine

Christine Flynn

Economic Development & Affordable Housing Planner

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