

Sample EXHIBIT C

Meeting of (MUNICIPAL GOVERNING BOARD)

Minutes of (DATE)

Attendees: Joe Brown, Chairman, Sally Connors, Board member, Brian Gobe, Board member, John Doe, Southwest Housing Corporation grant writer/project representative, Tom Adams, public citizen, Gloria Hutchins, public citizen.

Call to Order: Chair (NAME) called the meeting to order at 5:40 p.m.
...Other Business...

Excerpts for the Public Hearing are from an actual town meeting. Sample names/titles are substituted for actual names.

PUBLIC HEARING

The Chair opened the first public hearing for discussion of the CDBG project at 6 p.m.

(GRANT WRITER/REPRESENTATIVE) explained that Community Development Block Grant funds are available to municipalities for economic development, public facility and housing rehabilitation projects and feasibility studies that primarily benefit low and moderate income persons. (MUNICIPALITY) is eligible for up to \$500,000 a year for public facility/housing rehabilitation, up to \$500,000 a year for economic development projects, as well as up to \$500,000 a year in emergency funds. Feasibility Study funds are available for up to \$12,000 per year.

The proposed application to the Community Development Finance Authority is for (AMOUNT REQUESTED) in Community Development Block Grant funds. The funds will be used to finance a portion of (PROJECT DESCRIPTION).

This project conforms with (MUNICIPALITY'S) Housing and Community Development Plan's Goal of: (INSERT AN EXCERPT FROM YOUR MUNICIPALITY'S HCDP HERE AS IT RELATES TO THIS PROJECT) i.e. "Encourage adequate, safe and affordable housing stock which preserves and promotes existing neighborhoods and the village center including duplexes, multi-family units and other forms of housing to assure that persons of all income levels and ages will be able to afford to live in the town".

(GRANT WRITER/REPRESENTATIVE EXPLAINS LOW-MODERATE INCOME BENEFIT OF THE PROJECT).

The Chair opened the floor to public comment on the project.

(MEMBER OF THE PUBLIC) expressed concerns about...
(GRANT WRITER/REPRESENTATIVE) explained that...

Dialogue ensued regarding...

(SELECTMAN NAME) motioned to close the public hearing on the project portion of the CDBG block grant hearing. Seconded by (NAME). All in favor. 5-0. Motion passed

(NAME) motioned to open the second public hearing for discussion of the proposed Housing & Community Development Plan. Seconded by (NAME) All in favor. 5-0. Motion passed.

(GRANT WRITER/REPRESENTATIVE) explained that the Housing and Community Development Plan is one that the Board adopted in 2004, and it was due for review and re-adoption every three years.

Discussion ensued around the following topics, and changes were made to the plan to conform to the proposed project...

Chair calls for public comment.

(NAME) motioned to close this portion of the public hearing. Seconded by (NAME). All in favor. 5-0. Motion passed.

(NAME) motioned to open the third public hearing regarding the Residential Anti-Displacement and Relocation Assistance Plan. Seconded by (NAME). All in favor. 5-0. Motion passed.

(GRANT WRITER/REPRESENTATIVE) explained that if any displacement takes place as a result of this project, the Uniform Relocation Act must be followed, which requires that any displaced household or business in a project using any federal funds must be found comparable housing in a comparable neighborhood at a comparable price. (TALK ABOUT WHETHER THERE IS OR IS NOT ANY DISPLACEMENT OR RELOCATION PLANNED AT THIS TIME) Under the certification section of the application, the town will certify that the Residential Antidisplacement & Relocation (RARA) plan is in place, and in the event that it is discovered that this specific project does displace persons or households, a displacement implementation plan must be submitted to CDBA prior to obligating or expending funds.

Chair calls for public comment.

(NAME) motioned to close the public portion of this hearing. Seconded by (NAME). All in favor. 5-0. Motion passed.

Then Municipality Votes on above agenda items:

(NAME) motioned to approve the submittal of the application and vote to authorize the (AUTHORIZED DESIGNEE) to sign and submit the application, and upon approval of the CDBG application, authorize the (AUTHORIZED DESIGNEE) to execute any documents which may be necessary to effectuate the CDBG contract and any amendments thereto. Seconded by (NAME). All in favor. 5-0. Motion passed.

(NAME) motioned to adopt the updated Housing and Community Development Plan. Seconded by (NAME). All in favor. 5-0. Motion passed.

(NAME) motioned to adopt the Residential Antidisplacement and Relocation Assistance Plan. Seconded by (NAME). All in favor. 5-0. Motion passed.

The Chair closed the Public hearing at 6:30 p.m.

Respectfully submitted, (NAME), (TITLE)