



EXECUTIVE COMMITTEE

December 4, 2017

4:00 p.m. at CVRPC's Office

Page **AGENDA**

- 4:00¹** **Adjustments to the Agenda**
Public Comment
- 4:05** **Audit Presentation** *Bonnie Batchelder, Batchelder Associations* (enclosed)²
Presentation and review of FY17 audit.
- 4:35** **Financial Report** (enclosed)²
- 4:45** **Anticipated Executive Session** – 1 V.S.A §313(1)(A), Contracts
- 5:10** **Contract/Agreement Authorization** (enclosed)²
a) Wrightsville Beach Recreation District – Accounting Services
b) Cross Vermont Trail Association – Office Space and Payroll Services
- 5:15** **Commissioner Handbook**
To be distributed at meeting for discussion in January. Adoption not required.
- 5:25** **Policies & Procedures** (enclosed)²
a) Records Retention Policy
b) Commissioner Conflict of Interest
c) Executive Committee Rules of Procedure
- 6:00** **Commission Meeting Agenda** (enclosed)²
- 6:05** **Consent Items** (enclosed)²
a) Meeting Minutes – November 6, 2017
b) Executive Director Report
- 6:10** **Adjourn**

¹ All times are approximate unless otherwise advertised

² Anticipated action item