



EXECUTIVE COMMITTEE

January 2, 2018

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

Page **AGENDA**

- 4:00¹ Adjustments to the Agenda**
Public Comment
- 4:05 Financial Report** (enclosed)²
- 4:10 Contract/Agreement Authorization** (enclosed)²
- a) Chittenden Co. Regional Planning Commission – State Hazard Mitigation Plan Amendment
 - b) VT Department of Public Safety – HMGP Mega Amendment
 - c) VT Department of Public Safety _ HMGP Mega Admin Amendment
 - d) VT Department of Public Safety – EMPG FY17
 - e) Northwest Regional Planning Commission – Act 174 Municipal Assistance Year 2
 - f) VT Department of Forests, Parks, and Recreation – Forest Integrity
 - g) VT Department of Environmental Conservation - Northfield Water St Stormwater Structure
- 4:20 Accounting Services** (enclosed)²
Recommendation to hire a Finance Manager and extend the accounting services contract with Nicole Sancibrian to July 31, 2018.
- 4:45 Policies & Procedures** (enclosed)²
- a) Records Retention Policy – Update based on staff request
 - b) Personnel Policy Manual – Update job descriptions for Office Manager & Finance Manager
- 4:55 Strategic Plan FY18 Action Progress Review** (enclosed)
Quarterly review of progress toward FY18 actions.
- 5:05 Commissioner Handbook**
Comments requested. Adoption not required.
- 5:25 FY18 Budget Adjustment** (enclosed)²
Mid-year review of budget to actuals. Adoption of budget adjustment, if necessary.
- 5:40 Municipal Plan Approval Process** (enclosed)
Discussion of potential modifications to public hearing practice.
- 5:50 Consent Items** (enclosed)³
- a) Meeting Minutes – December 4, 2017
 - b) Executive Director Report
- 5:55 Commission Meeting Agenda** (enclosed)²
- 6:00 Adjourn**

¹ All times are approximate unless otherwise advertised

² Anticipated action item.