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# TOWN OF BURLINGTON

## *Meeting Minutes*

DEPT./BOARD: Ways and Means New Positions Subcommittee  
DATE: August 19, 2021  
TIME: 9:00AM  
PLACE: WebEx Conference Call

MEMBERS and INVITED OFFICIALS:

**Present:**

Mike Hardy – Chair  
John Iler – Vice Chair W&M  
Frank Monaco – W&M

**Absent:** None

**Meeting Purpose:**

Discuss Goals and Ideas to Define a Hiring Request Process

**Discussion**

A general discussion took place about what process would allow W&M to do a more complete and standardized way of approving new position requests. Mike Hardy initiated this idea because he felt that over the years it has been a very mixed process where sometimes a well vetted presentation with data is given and other times the request is more emotional and not supported with hard data. The subcommittee members agreed and all felt we should try to define a formalized hiring request process.

Several ideas were given by John Iler and Frank Monaco as possible questions for a template that W&M could ask proponents to provide.

It was recognized that schools has there own process and outside of discussion with the Schools Subcommittee the only real approval W&M or Town Meeting has for schools hiring is budget bottomline. However the expectation is that on the Town side the Administration and all Elected Boards should use this process.

We agreed the next step should be for Mike to condense ideas into a draft template and with the W&M Chair approval discuss the concept with HR and Town Administrator.

We hope to convene a followup meeting once we have some feedback.

**Adjourned 9:44 AM**

