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# TOWN OF BURLINGTON

## *Meeting Minutes*

DEPT./BOARD: Ways and Means New Positions Subcommittee  
DATE: October 5, 2021  
TIME: 8:00AM  
PLACE: WebEx Conference Call

MEMBERS and INVITED OFFICIALS:

**Present:**

John Danizio – Assistant Town Administrator / Town Accountant  
Mike Hardy – Chair  
John Iler – Vice Chair W&M  
Frank Monaco – W&M

**Absent:** None

**Meeting Purpose:**

Continue Discussion on Goals and Ideas to Define a Hiring Request Process

**Discussion**

First we briefed John on the previous discussions. Paul Sagarino has shared views on the initiative with John and they both are favorable to proceed with the project.

John Danizio indicated that there have been discussions with the Selectboard around succession planning and hiring so it seems that this idea could blend well with those efforts. At this time there is no formal process in place. John suggested we could work with HR and get additional information on best practices for the hiring process.

We agreed next steps would be for John to contact HR and Mike and HR/Joanne work on a draft document for review in committee.

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

**Adjourned 8:17 AM**

