

**MEMORANDUM OF AGREEMENT  
BETWEEN THE BOARD OF SELECTMEN  
AND THE COUNCIL ON AGING  
OF THE TOWN OF LITTLETON**

WHEREAS, the Littleton Council on Aging (LCOA) desires to implement a reorganization plan for the management of the elder and human services in the Town of Littleton; and

WHEREAS, the Littleton Board of Selectmen (BOS) adopted a hiring freeze policy, as amended, which applies to all general fund Town departments under the jurisdiction of the Board of Selectmen; and

WHEREAS, the Board of Selectmen desires to grant a waiver from the hiring freeze policy subject to the conditions set forth herein; and

WHEREAS, MGL C.40,§8B provides that "The council [on aging] may appoint such clerks and other employees as it may require . . ."; and

WHEREAS, MGL C. 41,§23A provides that the Town Administrator "shall act by and for the selectmen in any matter which they may assign to him relating to the administration of the affairs of the town or of any town office or department under their supervision and control, or, with the approval of the selectmen, may perform such other duties as may be requested of him by any other town officer, board, committee or commission"; and

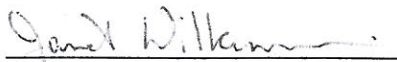
WHEREAS, the parties entered into a Memorandum of Agreement dated October 6, 2009 and desire now to enter into a new agreement which supersedes it;

NOW, THEREFORE, the Board of Selectmen and the Council on Aging of the Town of Littleton hereby agree as follows:

1. An exception is hereby granted to the Board of Selectmen's hiring freeze policy, as amended, to allow the filling of a full-time salaried position to be known as the **Director of Elder and Human Services**, as set forth herein, with an effective date of July 1, 2011. The position of Council on Aging Director shall be abolished effective June 30, 2011.
2. The job description for the Director of Elder and Human Services shall be prepared by the Town Administrator for approval by the Council on Aging, and subject to the further approval and rating by the Personnel Board pursuant to Personnel By-law §33-9(1). A draft job description is attached hereto.
3. The Town Administrator shall thereupon invite applications for the position of Director of Elder and Human Services by posting and advertising in accordance with Personnel By-law §33-9(3), and by receiving applications until a posted deadline.

4. The Town Administrator shall convene a Search Committee comprised of himself, the Assistant Town Administrator for Finance and Budget, and three members of the Council on Aging, to conduct a paper screening of applications and interviews of selected candidates.
5. The Search Committee may conduct its initial screening in executive session pursuant to the Open Meeting Law, insofar as it is not comprised of a quorum of the members of the Council on Aging.
6. The Search Committee shall make one or more recommendations to the Council on Aging for appointment of a Director of Elder and Human Services, which appointment shall be subject to successful completion of reference and background checks, including CORI.
7. All interviews and deliberations by the Council on Aging shall be conducted in open session, pursuant to the Open Meeting Law.
8. The starting salary and benefits of the Director of Elder and Human Services shall be subject to approval by the Personnel Board pursuant to Personnel By-law §§33-17 and 33-23(F).
9. The Town Administrator shall, on behalf of the Council on Aging, directly supervise the Director of Elder and Human Services, who shall in turn supervise all elder and human services and MART staff.
10. The performance appraisal of the Director of Elder and Human Services shall be conducted by the Town Administrator, with input from the Chair or designee of the Council on Aging.

BOARD OF SELECTMEN

By:   
Chairman

Dated: 05/02/11

COUNCIL ON AGING

By:   
Chairman

Dated: 4/26/11