

**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 augment the hours of work performed by the Outreach Worker by two (2) hours per week funded by a donation from the Friends of the Council on Aging;

WHEREAS, on December 15, 2008, the Littleton Board of Selectmen (BOS) adopted a hiring freeze policy 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."

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

1. An exception is granted to the Board of Selectmen's hiring freeze policy adopted December 15, 2008 to hereby allow the assignment of two (2) additional hours per week to the COA Outreach Worker, whose position is currently budgeted at twenty-eight (28) hours per week for Fiscal Year 2010.
2. The Board of Selectmen hereby establishes a special gift fund account pursuant to MGL C.44,§53A, the proceeds of which shall be used without further appropriation by the Town Administrator to fund two (2) hours per week of COA Outreach Worker services; and to receive a gift of \$1,871 from the Friends of the Council on Aging for this purpose.
3. The Town Administrator shall, on behalf of the Council on Aging, directly supervise the Council on Aging Director, who shall in turn supervise the COA Outreach Worker.

BOARD OF SELECTMEN

By: \_\_\_\_\_

Chairman

Dated: 10/6/09

COUNCIL ON AGING

By: \_\_\_\_\_

Chairman

Dated: 10/06/09