

TOWN OF LITTLETON BOARD OF SELECTMEN

*Introduced on August 2, 1010*

**Proposed Policy on Recognitions and Proclamations.**

WHEREAS, the Board of Selectmen is grateful for the service its employees and volunteer board members provide to the Town of Littleton; and

WHEREAS, the Board desires to establish a regular procedure for recognizing and thanking all employees and volunteer board members for their service to the Town;

THEREFORE, the Board of Selectmen hereby directs the Town Administrator to prepare, for signature by all members of the Board of Selectmen, certificates of thanks and congratulations for each of its employees and volunteer board members upon the occasion of their retirement from the Town's service.

FURTHER, the Town Administrator is directed to prepare, for signature by all members of the Board of Selectmen, certificates of thanks and congratulations recognizing employees who have served in the Town's employee in five-year increments.

This policy shall take effect as of July 1, 2010.