

**MEMORANDUM OF AGREEMENT
BETWEEN THE BOARD OF SELECTMEN
AND THE ZONING BOARD OF APPEALS
OF THE TOWN OF LITTLETON**

WHEREAS, the Littleton Zoning Board of Appeals (ZBA) desires to fill 5 +/- hours per week of administrative assistant services which became vacant by an employee's resignation effective August 21, 2009; and

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, requiring the grant of an exemption from said policy in order to fill any vacant position; 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.40A,§12 provides that a "zoning board of appeals . . . may, subject to appropriation, employ experts and clerical and other assistants. . . .;" 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 Zoning Board of Appeals 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 for the filling of a part-time administrative assistant for the Zoning Board of Appeals, currently budgeted at 5.25 hours per week for Fiscal Year 2010.
2. The hours of an incumbent part-time Town employee selected by the Town Administrator are authorized to be increased by 5.25 hours for Fiscal Year 2010 to provide services to the Zoning Board of Appeals as its administrative assistant, so long as the total number of hours worked by said employee does not exceed forty (40) in any work week.
3. The Town Administrator or his designee shall directly supervise said employee on behalf of the Zoning Board of Appeals.

BOARD OF SELECTMEN

ZONING BOARD OF APPEALS

By: _____
Chairman

By: _____
Chairman

Dated: _____

Dated: _____