



# Flag Flying Policy

SELECT Board

Town of Boxborough, MA

## Intent and Purpose

To establish the Town's Policy for Flying of Flags, including recognition of deceased Town veterans and residents.

## Contents

Allowable flags, locations and occasions in general.....	1
Responsibility for raising and lowering of Flags.....	1
Special event flags .....	2
Flags at half-staff: burial at South Cemetery.....	2
Flags at half-staff: other .....	2

## Allowable flags, locations and occasions in general

- Only the United States, Massachusetts, Town of Boxborough and Prisoner of War & Missing in Action (POW\*MIA) flags are allowed to be flown on Town owned buildings and flag poles
- Flags will be flown at all public buildings and cemeteries with flagpoles in Boxborough.
- Flags will be displayed per Title 36 of the United States Code, section 174.
- The flag will be flown on all state, federal and local holidays and in accordance with public law and Executive Directives from the state and federal governments.
- Because the flag is not regularly displayed at the cemeteries, Executive Directives from the state and federal government shall be applicable only to public buildings with flagpoles. Cemeteries shall be excluded from such orders.

## Responsibility for lowering and raising of flags

- The Cemetery Superintendent shall be responsible for ensuring that the flags are taken down and raised at the North and South Cemeteries.
- The Town Administrator shall designate staff to be responsible for taking down and raising the flags at the Town Hall.
- At all other town buildings with a flag, the department head shall be responsible for ensuring that the flags are taken down and raised at their building.

## Special Event Flags

- The Public Works Department shall be responsible for flying United States flags in the center of Town on selected occasions including, but not limited to, Patriot's Day, Memorial Day, Fifer's Day, and Veteran's Day.
- Generally, these flags will be displayed starting from the intersection of Massachusetts Avenue and Middle/Stow Road and then extending down both sides of Mass Avenue in an easterly and westerly direction and along both sides of Middle and Stow Roads in northerly and southerly direction, contingent upon the number of flags and personnel available to set up the flags. Two United States flags will also be displayed by "Minuteman rock" near Town Hall and four United States flags will be displayed in front of Town Hall. This may be adjusted for weather conditions.
- On Memorial Day and Fifer's Day, United States flags will be displayed along the length of the parade route as well as two at "Minuteman rock" near Town Hall and four in front of Town Hall.

## Flags at half-staff: Burial at South Cemetery

- Veterans (current or former residents) - the flag will be flown half-staff for a period of three days: on the day prior to burial, the day of burial and the day after burial.
- Any current or former employee and town officials (elected or appointed) - the flag will be flown at half-staff for a period of three days: the day prior to burial, the day of burial and the day after burial.
- Any resident (present or former) - the flag will be flown at half-staff on the day of burial.
- Whenever a burial is scheduled at South Cemetery, the Cemetery Superintendent will notify the Town Clerk's Office to determine whether the decedent qualifies to receive the honor of having the flags flown at half-staff and for how long pursuant to the criteria outlined above.
- The Town Clerk's Office will determine past official status. If the Town Clerk's office is unable to determine past employment, or it is not possible to determine status on weekends and holidays, the default will be to treat the resident as a current or former employee or town official.
- The Cemetery Superintendent shall notify the Town Administrator, or if unavailable, the Chair of the Select Board, when all details are known and the Town Administrator or Chair of the Select Board shall then inform the Select Board and the department heads at each of the other town buildings with flags.

## Flags at half-staff: Other

- For those not buried at South Cemetery but for whom it is brought to the attention of the Town Administrator or designee that a current or former resident or employee has died, the Town Clerk can be asked to determine whether the decedent qualifies to receive the honor of having the flags flown at half-staff and for how long pursuant to the criteria outlined in the section above.
- Once the Town Clerk determines their status and reports back to the Town Administrator or designee, a decision can be made if the flags will be flown at half-staff and on which dates.
- If the decision is made that flags shall be flown on half-staff, the Town Administrator or designee shall then inform the Select Board and the department heads at each of the other town buildings with flags.

*This policy revokes and replaces all previous policies on this topic including Flag Flying Policy dated October 25, 2010, September 9, 2019 and January 6, 2020.*