



TOWN OF BOXBOROUGH

Flag Flying Policy

1. Locations and occasions, in general

- 1.1 Flags will be flown at all public buildings and cemeteries with flagpoles in Boxborough.
- 1.2 Flags will be displayed per Title 36 of the United States Code, section 174.
- 1.3 The flag will be flown on all state, federal and local holidays and in accordance with public law and Executive Directives.

2. Decedent's standing within the community shall determine length of time flag will be flown at half-staff

- 2.1 Any resident (present or former) - the flag will be flown at half-staff on the day of burial at a local cemetery.
- 2.2 Any Town employee who dies in the line of duty - the flag will be flown at half-staff for a period of thirty days from the day of notification.
- 2.3 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 from the day of notification and on the day of burial at a local cemetery.
- 2.4 Veterans (current or former residents) - the flag will be flown half-staff for a period of three days from the day of notification and on the day of burial (regardless of where burial occurs).

3. Notification

- 3.1 Whoever receives the initial call (e.g. Town Clerk, CoA Coordinator, Town Administrator) shall immediately notify the Cemetery Superintendent, or if unavailable, the Cemetery Commissioner.
- 3.2 The Cemetery Superintendent, or in his absence the Commissioner, shall contact the Town Clerk's Office to determine past official status. If the Town Clerk is unable to determine past employment, the Cemetery Superintendent, or Commissioner in his absence, shall contact the Town Treasurer. It may not be possible to determine status on weekends and holidays, in which case the default will be as in Section 2.3.
- 3.3 The Superintendent, or in his absence the Commissioner, shall notify the Town Administrator, or if unavailable, the Board of Selectmen Chairman, when all details are known and the Town Administrator shall then inform the Selectmen and the department heads at each of the other town buildings with flags.

4. Lowering and raising of flags

- 4.1 The Cemetery Superintendent shall be responsible for ensuring that the flags are taken down and raised at the North and South Cemeteries according to the decedent's standing, as outlined in section 2.
- 4.2 The Assistant Veterans Agent shall be responsible for taking down and raising the flags at the Town Hall according to the decedent's standing.
- 4.3 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 according to the decedent's standing, as outlined in section 2.

5. Particular days of display

- 5.1 All Departments shall be responsible for displaying the flag on the following occasions:
- Martin Luther King Day
 - Presidents' Day
 - Patriots' Day
 - Peace Officers' Memorial Day
 - Armed Forces Day
 - Memorial Day (1/2 staff until noon, then at full staff)
 - Flag Day
 - Fifer's Day
 - Independence Day
 - Labor Day
 - Columbus Day
 - Veteran's Day
 - Thanksgiving Day
 - Pearl Harbor Day (1/2 staff until sunset)

6. Special Event Flags ("Town Center flags")

- 6.1 The Public Works Department shall be responsible for flying the "Town Center flags" on the occasions noted in section 5.
- 6.2 Generally, the "Town Center 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 flags will also be displayed by "Minuteman rock" and four flags will be displayed in front of Town Hall. This may be adjusted for weather conditions.
- 6.3 On Memorial Day and Fifer's Day, flags will be displayed along the length of the parade route as well as two at "Minuteman rock" and four in front of Town Hall.