



**Town of Middleton
Town Administrator's Office**

Memo

To: Middleton Board of Selectmen
From: Ryan Ferrara, Assistant Town Administrator
Date: 7/21/2015
Re: Town of Middleton Policy for Flying the American Flag

Attached is the 'Policy for Flying the American Flag' approved at the regular meeting of the Board of Selectmen on October 19, 2004. In researching a question from Selectmen Tim Houten regarding the procedures the Town follows when lowering the flag to half-mast, we pulled the attached policy from our files and noticed the policy wasn't signed by the Board of Selectmen. We searched our files further and were unable to locate a signed copy. The Board of Selectmen are being asked to affirm the vote taken in 2004 by signing the attached document which will be retained as a permanent record of the Board.

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Town of Middleton, Massachusetts

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Policy For Flying The American Flag

At a regular meeting of the Board of Selectmen held on October 19, 2004, by a motion duly made and seconded, the Board voted unanimously to adopt the following regulations for flying the American Flag.

Out of respect and reverence to its war dead and its veterans, to its present or ex-public officials or such other persons as the Selectmen shall designate, the Town of Middleton hereby adopts the following policy with respect to flying the American Flag at half mast.

The American Flag may be flown at half mast from the flag pole in Middleton Square and from the pole at Memorial Hall, on any day, weather permitting, if a veteran of the Town, a present or ex-public official or such other person as the Selectmen shall so designate is buried here or his funeral held here.

For purposes of burial or military funerals, a veteran of the Town shall be defined as a man or woman who has served in the Armed Forces of the United States during a war time period, and who has been separated or discharged under conditions other than dishonorable, regardless whether the veteran at the time of death was a resident of the Town. Peacetime veterans are entitled to have their caskets draped with the American Flag.

Local undertakers are requested to cooperate and notify the Veterans' Service Officer of the Town if any veteran so defined is to be buried or his military funeral held in the Town. The Veterans' Service Officer shall be notified by the Selectmen if any other person's funeral is to be held here so that the Flag may be flown at half mast from the poles previously designated.

The Veterans' Service Officer will thereupon be obligated to notify the Fire Department, who in turn shall see that the American Flag in Middleton Square be flown at half mast on the day of the funeral or burial of such veteran as heretofore defined, such present or ex-public official or such other person as the Selectmen shall designate, and the Veterans' Service Officer shall likewise notify the custodian of Memorial Hall on the day of the designated deceased's burial or military funeral.

After burial, the flag at both places shall be hoisted to full mast and so remain until sunset.

When flown at Middleton Square and Memorial Hall (schools are not included in this policy), the American Flag should be lowered to half mast only on such days as a veteran of the Town is buried or his funeral held here or present or ex-public official, or such other person as the Selectmen shall designate. Memorial Day and Veterans' Day are

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exceptions to this policy when the Flag shall be flown at half staff according to Congressional Resolution, P.O. 329 77th Congress, or by a Presidential Proclamation.

This policy shall take effect immediately upon adoption by a majority of the Board of Selectmen and will be publicized widely and shall not be changed unless a majority of the board so votes to amend this policy at a regular and duly organized meeting of that Board.

Vote affirmed by Middleton Board of Selectmen at their regular meeting held on July 21, 2015:

s. Stoll R. Moreschi
s. [Signature]
s. [Signature]
s. [Signature]
s. [Signature]