



TOWN OF FRANKLIN

DEPARTMENT OF PUBLIC WORKS

257 Fisher Street
Franklin, MA 02038

November 2, 2021

Jamie Hellen, Town Manager
355 East Central Street
Town of Franklin, MA 02038

RE: Flag Protocols

Dear Jamie,

The Franklin Department of Public Works and the Franklin School Department maintains and controls 35 flags at various locations that include Town of Franklin buildings, schools, parks and traffic islands (see attachment).

Per past practices, labor agreements, conversations with members of the Franklin Town Council, the Town's Veteran Service Officer, representatives of local veteran organizations and you, I would like to modify our established Flag Protocols that were implemented in October 2020 to the following protocols. The following protocols will be followed for the display of the United States of America and the Commonwealth of Massachusetts flags that are under the control of the Franklin Department of Public Works in the Town of Franklin.

1. Follow the directives as given by the President of the United States or the Governor of the Commonwealth of Massachusetts. Typically the directive is for lowering the Federal and Commonwealth Flag to "half-staff" at the main or administration building of each public institution of the Commonwealth, e.g. town and city halls.
2. In addition to the directive given by the President of the United States or the Governor of the Commonwealth to lower the Flag at 355 East Central Street, we also lower the Flag located on the bridge at the intersection of East Central St, West Central St (Route 140) and Main Street for improved awareness and perception of said directive.
3. Additionally, if the directive to lower the flag as given by the President of the United States or the Governor of the Commonwealth of Massachusetts is related to service of a veteran, then the Flag located at the Veteran's Memorial on the Franklin Town Common would be lowered in recognition and respect of veterans.

4. On Memorial Day, in addition to lowering flags at the Municipal building, the United States of America and the Commonwealth of Massachusetts flags along the Memorial Day parade route will be lowered in the morning and raised at noon. The flags affected by this action are located at the Town Common, the Davis Thayer School, the Franklin Historical Museum, the bridge on Route 140, and the Franklin Town Library.
5. On the 4th of July, Veterans Day, Purple Heart Day, Flag Day and any other national days of recognition as agreed upon by the Veterans Service Officer, Director of Public Works and the Town Administrator, flags are not lowered (unless directed by the President or Governor). The Public Works Department will place the United States flags in the Downtown area on the ornamental light poles on Main St., East Central St. and West Central St.
6. On September 11th, The United States of America and the Commonwealth of Massachusetts flags will be lowered in the morning and raised in the evening at the following locations: King St. Memorial Park, Fletcher Field, Dacey Field, Beaver Pond, Town Common, Downtown Island, Senior Center, Museum, Library, Public Works Admin., Police Station, Fire Station 1, Fire Station 2, and the Municipal Building.

Thank you,


Robert Cantoreggi
Director of Public Works

Arborse!

CC: Carlos Rebelo, Highway and Grounds Superintendent
Tony Brunetta, Assistant Highway and Grounds Superintendent
Derek Adams, Environmental Affairs Superintendent
Doug Martin, Water and Sewer Superintendent
Jake Standley, Assistant Water and Sewer Superintendent
Shannon Nisbett, Veterans Services Officer
File