



Kevin J. Murphy
City Manager
Michael McGovern
Assistant City Manager

October 31, 2017

Mayor Edward J. Kennedy, Jr.
and
Members of the City Council

Reference: **9/26/17 8.8 C. Mercier/C. Elliott** - Req. City Mgr. Look Into The Feasibility Of Having A USA Flag Drop Box Located On The Grounds Of Lowell City Hall; And Have City Council Support The Program.

Dear Mayor Kennedy and Members of the City Council:

Veteran's Agent Eric Lamarche informed my office that the department collaborated with Greater Lowell Technical High School students in the Metal Fabrication shop. Students will design and build two metal drop boxes. Instructor Fred Hein estimates a February completion date. The Veterans Commission expressed their desire to locate one box at the Senior Center and one at City Hall.

According to the Federal Flag Code, the flag, when it is in such condition that it is no longer a fitting emblem for display, should be destroyed in a dignified way, preferably by burning. The Code also states that any procedure which is in good taste and shows no disrespect to the flag would be appropriate when soiled or worn. Additional methods of retiring a flag are also acceptable such as a flag burial or shredding. Interestingly, when shredding there are specific requirements. Etiquette requires the use of a sharp scissors to slowly and accurately separate the thirteen stripes, leaving the blue star-spangled field intact. Any retirement ceremony should include the Pledge of Allegiance. Worn flags can be given to local VFW's, Boys or Girls Scouts or in our case, dropped off at a government office.

Sincerely,

Kevin J. Murphy
City Manager