

8 INTRA-BOARD POLICIES

8-1 EXPENSE REIMBURSEMENT

Board members are eligible for reimbursement of expenses incurred during the execution of Town business in accordance with current town policies.

Board members shall submit an expense reimbursement form on a monthly basis. Reimbursement shall not be made for expenses incurred for a Board member's spouse. No reimbursement will be made for alcoholic beverages. The Town Manager shall approve all expense reports which are charged to the Select Board budget.

9 FLAG PROTOCOLS

9-1 FLAGS AT HALF-STAFF

In addition to proclamations issued by the Governor and/or President for lowering of the flag to half-staff, these protocols shall also be followed:

- a. If a sitting Select Board member dies, the flag shall be lowered immediately upon notification of the death, and shall remain lowered until the day of the Select Board member's funeral.
- b. If a former Select Board member dies, the flag shall be lowered on the day of the Select Board member's funeral.
- c. If a current full-time employee of the Town dies, the flag shall be lowered on the day of that person's funeral.
- d. If a sitting member of a Town-wide elected board/committee dies, the flag shall be lowered on the day of that person's funeral.
- e. The lowering of the flag may also be ordered in special circumstances as determined on a case-by-case basis by the Chair of the Select Board and/or Town Manager.

9-2 DISPLAY OF FLAGS ON TOWN PROPERTY

The only flags that are allowed to be flown on Town property are: the flag of the United States; the flag of the Commonwealth of Massachusetts; the flag of the Town of Chelmsford; the POW/MIA flag; and any departmental-specific flag.

10 VISION AND VALUES

10-1 VISION AND VALUES ACKNOWLEDGEMENT

The Select Board has adopted a Vision and Values Statement to set an objective framework for the Town and to establish guiding principles for our community and the Town's municipal operations.

Select Board members shall sign the designated acknowledgment of the Vision & Values