

**From:** Ferrell, Deb [mailto:Deb.Ferrell@vermont.gov]  
**Sent:** Thursday, February 01, 2018 4:59 PM  
**To:** helen@helenhead.com  
**Cc:** Ron Wild; Cole, Chris; Bruneau, Judy; Ferrell, Deb  
**Subject:** 2018-02-01 Testimony - Honor & Remember Flag

Representative Head – I am writing to you because I failed to mention for consideration: Who would be expected to provide and/or pay for these flags if all State facilities were directed to display them.

As discussed earlier today -- from my practical process point of view, I would want to know:

1. Where would the flag be flown?
  - a. Select State facilities?
  - b. All State facilities?
    - i. Current notification goes to an email distribution list of approximately 375 -- schools, military, municipalities, state facilities, and individuals (anyone who asks)
2. What is the notification process to lower to half-staff?
  - a. Who in State government would be notified?
  - b. Who would provide the detail relative to the honored individual?
3. When is the flag lowered to half-staff?
  - a. As soon as the State is notified?
  - b. The day of the funeral?
4. How long does it remain at half-staff?

BTW – my flag experience: “When we do it right, we never hear anything, but if we do it wrong...” There are many individuals who take the correct display of flags very seriously.

Let me know if you have questions. Thank you.

Deborah W. Ferrell | Executive Manager  
Government Business Services Division  
(Fleet | Information Centers | Print | Postal | Surplus Property)  
& Request to Use State Facilities (RUSF) Process Manager  
Department of Buildings & General Services  
Office: 802-828-1053 | Cell: 802-598-7167  
Email Address: [deb.ferrell@vermont.gov](mailto:deb.ferrell@vermont.gov)