

**BOARD OF SELECTMEN MEETING
March 18, 2025
MINUTES**

Present: Shawn Talbot (Chair), Jason Somero, Lou Alvarez, Debbie Deaton (Town Administrator),
Also present: Steve Beaulieu, Keegan Card, Peter Somero

5:00 Open Meeting with the Pledge of Allegiance

Below is the link to view the meeting on YouTube:

<https://youtu.be/aWyGaKuF77s?list=PLzGryVtWOBk8maGIwV0C7-1OgfqwrldjQ>

5:05 Appointment of Chair/Liaisons:

🌀 Jason made a motion to nominate Shawn as the chair. Lou seconded the motion and it passed unanimously (Shawn recused himself). Shawn said he promises "to take on this role in the upcoming year with some renewed energy and push behind it because over the last year I kind of waned a little bit so I apologize for that and I'll be working it harder this year".

The Board discussed the liaison positions to different departments. The following was decided:

Police Department, Parks & Rec-Lou

DPW, Cemetery, Road Committee-Shawn

Fire, Heritage-Jason

Planning Board and Zoning Board will be decided on March 25th.

The role of liaison was discussed and clarified. The liaison is the bridge between the department and the BOS. No decisions should be made by the liaison regarding policy or money without bringing it to the Board.

5:24 Social Media Policy:

Debbie had emailed a rough draft to the Board that Evelyn had been working on. The Board will review the document and discuss it again on April 1st.

5:46 Baseball Snack Shack-Wade Ojala:

Wade Ojala presented a request and drawing to put in a permanent 10X8 shed to be used at the field as the snack shack. It would be next to the 3rd base dugout. The bleachers may need to be shifted a little bit. He added they are not looking for any funds for this project. This has been discussed with Parks and Rec as well. The shed will probably be on block to make it stable/solid. Lou asked if there was going to be electricity in the shed. Wade replied it would be ideal. They could run the wire from the meter that the lights are on. The use of the shed would be to sell snack & beverages as well as storage for equipment. They had a hard time getting volunteers to work the snack shack because of its previous location. The new location would allow the volunteers to see the game while they're working.

Shawn mentioned that Parks & Rec ended up paying the electric bill for the lights during the off-season. Wade replied he was unaware there were bills when the lights weren't being used and added they will pay the bill year-round.

☞ Shawn made a motion to approve the snack shack as proposed and discussed. Lou seconded the motion and it passed unanimously.

6:00 Warrant Article for DPW truck-Peter Somero, Keegan Card:

Peter and Keegan went to see a truck today at Claremont Ford. The truck has 21,459 miles and the total cost with all fees are \$45,832. Peter added this truck doesn't have a plow. The cost to add the plow would be over the \$50,000 that was approved by the voters. He believes he can find a used plow and keep it within the approved amount.

☞ Shawn made a motion to approve the purchase of the 2022 Ford F350XL as presented up to \$46,000. Lou seconded the motion and it passed unanimously.

6:18 Dump Truck- Peter Somero & Keegan Card:

Peter presented the terms of a municipal lease to the Board. This was discussed and it was agreed that the funds should come from the Capital Reserve in order to save \$30,000+ in interest over 5 years.

☞ Shawn made a motion to approve the purchase of the Western Star 47XFSA 10 wheel dump truck 7671132SQ up to \$290,000. The funds to come from the DPW Capital Reserve Fund. Jason seconded the motion and it passed unanimously.

6:50 Electrical Quotes for electrical upgrades to the Fire Department:

Peter received the following quotes:

Statewide Electric	\$8,700
Grace Electric	\$7,000
Raudy Electric	\$5,250

☞ Jason made a motion to award the contract for the Fire Department electrical upgrades to Raudy Electric as specified in the amount of \$5,250. Funds to come from GGB Maintenance Capital reserve. Lou seconded the motion and it passed unanimously.

7:10 Round Table Discussion:

- Shawn informed the Board the Fire Department will be in on 3/25/25 to discuss a radio study for the entire area. This study will look at blackout areas in town. The Fire Department is trying to get better dispatch service and Improve communication.
- The Town is looking for a resident to be a liaison between the Town and Souhegan Valley Ambulance Service. Debbie will have Jenny post this on the website and Facebook.
- Shawn mentioned there is a survey for residents to take regarding the Master Plan. The Master Plan Steering Committee will be meeting at the Mascenic Auditorium on Saturday. They are having 2 sessions, one from 4-5:30pm and the other from 6-8pm. Pizza will be served.
- The Chili Cook-Off will be held on March 29th at the Congregational Church on Main Street from 11am-2pm. This event will kick off the 275th Anniversary Celebrations for 2025. Many other events are planned and will culminate at Autumnfest on October 4th. Events will be posted on the website and Facebook.

- Jason said he will be speaking with the Fire Department regarding the new role of Fire Officer/Building Inspector/Code Enforcement Officer regarding a job description and the interview process. Shawn added the original committee that was involved in the decision to create the position should be notified.
- Jason said he would like to invite the State Reps and Kevin Avar to come in and speak again. Debbie will send an email to see what dates work for them. Shawn suggested a possible Saturday meeting around 10am.
- The employee appreciation breakfast will be held on April 15th from 6:30am-9:30am. The employee appreciation luncheon will be held on June 17th from 11:30am-1:30pm. Debbie will send out an email.
- Jason asked Debbie if she could set up a shareable calendar so the Board could see what is coming up. Debbie will create the calendar.
- Jason congratulated Lou on his reelection to the Selectboard. Shawn agreed.
- Shawn said we need to have a discussion regarding the future of Building 2.
- Jason would like to encourage the department heads to use their budgets frugally this year. The budget didn't pass by a very wide margin.

7:42 Non-public RSA 91-A:3, II (c)- Shawn made a motion to go into Non-Public under RSA 91-A:3, II (c). Lou seconded the motion and it passed unanimously. At 9:17, Shawn made a motion to return to public session. Lou seconded the motion and it passed unanimously.

At 9:18, Jason made a motion to adjourn the meeting. Shawn seconded the motion and it passed unanimously.

Respectfully submitted,
Debbie Deaton
Town Administrator

Minutes approved by BOARD OF SELECTMEN

Shawn Talbot, Chairman:  _____

Jason Somero:  _____

Lou Alvarez: _____

Town of New Ipswich Social Media Policy

Purpose

The Town of New Ipswich supports the use of social media to enhance communication, collaboration, and exchange of information to best meet the needs of the Town and its inhabitants. This social media Policy is intended to establish guidelines for the creation and use of social media accounts/sites by the Town of New Ipswich and its employees.

This policy shall apply to:

- All employees of the Town of New Ipswich, where employees are defined as:
 - Regular full-time employees
 - Part-time employees
 - Interns
 - Temporary/ Seasonal employees

- Employees who have access to Town social media accounts

- This policy shall not apply to elected officials of the Town of New Ipswich

encourage elected officials to follow guidelines
Elected - not subject to State & Fed.

Definitions

- 'Social media/ sites/ socials': Refers to a network, website, application, platform, or some combination in which content is created and shared by individuals or groups to facilitate user participation, networking, collaboration, or dissemination of information.
 - Examples include, but are not limited to: Facebook, X (formerly known as Twitter), Instagram, TikTok, BlueSky, Discord, YouTube, LinkedIn, blogs, message boards, electronic newsletters, online forums, chat rooms, and other web-based sites or services that permit users to share information.)
- The term "social media" should be read to include all means of communication through posting of information or content of any sort online whether officially associated or not with the Town.
- 'Town social media sites': Refers to web-based sites and accounts established and maintained by the Town and over which the Town has control over all postings, except for advertisements or messaging by the media site's owners or vendors. The Town social media sites will supplement and not replace the Town's standard methods of communication and disbursement of information.
- "Post" or "posting" refers to information, images, articles, videos and any other communication shared by a social media account.
- "Account managers" refers to a designated Town employee trusted and tasked with the management of the Town's online presence across various social media or web-based sites platforms. An account manager may be responsible for one or all Town accounts.

Commented (TS1): Do we want this to include elected officials or not? It seems most Towns exclude elected officials in their social media policies

General Policy

The Town's official website at <https://www.newipswichnh.gov/> (or any domain owned by the Town) shall remain the Town's primary means of web-based communication and disbursement of information. Town social media accounts serve the primary purpose of providing information to constituents related to town updates, events, services, and local initiatives. Employees and volunteers representing the Town or acting in their capacity for the Town are expected to conduct themselves in a professional manner in online spaces and in accordance with State and Federal laws regarding web-based interactions. The Town reserves the right to deny access to Town social media sites to any individual who violates the Town's Social Media Policy at any time and without prior notice.

Relationship with Other Town of New Ipswich Policies

Unless expressly indicated, this policy shall be interpreted so as not to contradict any other policy or procedure adopted by the Town.

Town of New Ipswich Social Media Policy

Recommended Protocols and Procedures

Account ownership and management:

- No social media sites or accounts shall be created to represent the Town or its subsequent departments without the prior approval of the Town Administrator and Board of Selectmen. Any such sites are considered property of the Town.
- Town socials will be maintained and operated by an assigned individual or designated few employees, referred to as 'account managers.' These individuals, designated by the Town Administrator or Board of Selectmen, will have access to all account credentials (including usernames and passwords). Account managers are expected to keep this information in a secure location and are not permitted for any reason to store Town account credentials on personal devices.

Account Credentials and Security:

- All Town social accounts and sites shall utilize authorized Town contact information and devices for account set-up, monitoring, and access. The use of personal email accounts or phone numbers or personal devices such as laptops, desktops, cellphones or tablets for the purpose of setting up, monitoring, or accessing a Town site is strictly prohibited. Exceptions may be made on a case-by-case basis in such event that it is necessary for the function of Town business. Such exceptions must be pre-approved in writing by the Town Administrator and/or Board of Selectmen.
- Should a new password be required for an account, either due to security requirements, forgotten passwords, or creation of a new account, the account manager/ responsible employee is expected to keep this information in a secure location such as the "toni drive."
- All new passwords are to be shared with the Town Administrator along with answers to security questions if applicable to the account so that at least two Town employees have access to the account at any given time.

Guidelines of Engagement:

Employees representing the Town on official Town social media sites shall conduct themselves in a professional manner and in accordance with all Town policies. Town social media sites must clearly state they are maintained and operated by the Town and thus operate in compliance with the Town's Social Media Policy. Social media sites representing the Town and its subsequent departments shall link back to the Town's website for forms, documents, online services, and other information needed to conduct business with the Town whenever possible.

Town social media sites are expected to comply with the user terms and conditions of each respective site as required by the provider, including its privacy policies. Town media sites shall adhere to applicable state, local, and federal laws. All Town social media sites are subject to the New Hampshire Right to Know Requests (NH RSA 91-A) which requires that governmental records be made public for inspection and copying upon reasonable requests. In the state of New Hampshire, public records include any written communication or other information created, accepted, or obtained by a public body; this includes emails, electronic records, and social media. According to the Right-to-Know Law, government agencies are required to retain all social media records (posts, comments, and metadata) and be able to provide them upon request.

Content of Town social media is subject to oversight by the Town Administrator and Board of Selectmen. The Town of New Ipswich reserves the right to remove inappropriate posts or comments on any of its social media accounts at any point without prior notice. This includes posts or comments made by the general public or non-affiliates engaging inappropriately with Town accounts or websites. The following are considered inappropriate content and may be subject to removal:

Town of New Ipswich Social Media Policy

- Comments not related to the original post/ topic, including random or unintelligible content
- Profane, pornographic, or otherwise obscene content and/ or language
- Content that promotes, fosters, or perpetuates discrimination on the basis of race, color, age, religion, sexuality, gender identity or expression, national origin, citizenship, disability, or any other protected status.
- Defamatory or personal attack
- Threats to any individual or organization
- Comments in support of or in opposition to any political campaigns or ballot measures. (Such postings/ comments by Town employees found to be "electioneering" or in violation of RSA 659:44 & 44-a are subject to disciplinary action up to and including termination of employment for the offending employee as well as legal action).
- Personal gain such as financial solicitation or any solicitation of commerce, including but not limited to advertisements of goods or services
- Conduct in violation of any federal, state, or local law
- Encouragement of illegal activity
- Information that may compromise the safety or security of the public or public systems
- Content that violates legal ownership interest such as copyright of any party
- Redundant or repetitive comments within the same post

* Note: The above list is not exhaustive, and the Town retains the right to refine or remove any post outside of this list which it considers inappropriate *

Town sites are not to turn off the comments on their posts to be consistent with free speech protections. However, employees are not required to respond to comments. When engaging with comments, employees are expected to engage as outlined under the "content guidelines" portion of this document.

Any comment posted by a member of the public on a Town of New Ipswich social media site is the opinion of that commenter or poster alone and does not imply endorsement of, or agreement by the Town of New Ipswich, nor do such comments reflect the policies of the Town.

Employees, whether operating under the Town's social media account or their personal account, are prohibited from sharing any data or information they may have access to due to their employment with the Town that is confidential, private, or otherwise not for public distribution. Any questions related to the status of information should be directed to the employee's supervisor, Town Administrator, or the Board of Selectmen. All communications related to their role should be conducted through designated, official Town accounts (email, social media, etc.) to maintain credibility and avoid confusion.

Content Guidelines:

Employees shall refer to the below for guidance related to post content:

- **Accuracy and truthfulness:** All information posted should be accurate, verified, and consistent with official Town data and messaging.
- **Professionalism:** Posts must remain professional and respectful in tone. Employees will refrain from use of inflammatory or explicit language on Town accounts.
- **Topic:** Posts should focus on conveying information related to town services, events, and local initiatives. Use of Town accounts to express personal opinions or promote ideological or political agendas is strictly prohibited.
- **Accessibility:** Ensure content is accessible to individuals with disabilities by following accessibility standards.
- **Compliance with laws and policies:** Adhere to all relevant laws and regulations regarding privacy, copyright, trademark protections, data protection, and open records.

Town of New Ipswich Social Media Policy

Personal use of social media:

Employees should keep in mind that posts, once shared, are public and may remain as such for a long period of time or forever.

- Any posts or comments made or shared by a Town of New Ipswich employee to their personal account is a personal expression and not reflective of the opinions or policies of the Town
- The Town recognizes and shall not infringe on an employee's right to have and manage personal social media accounts. However, employees should exercise caution when engaging online. Employees are prohibited from utilizing personal accounts for professional matters related to the Town. The following are guidelines for employees in navigating use of personal accounts:
 - Employees should refrain from reference to their position, role, or employment with the Town when commenting or acting in a personal capacity on social media
 - Employees should avoid wearing any Town uniform, badge, official insignia, or clothing on their personal accounts or anything that would cause a reasonable person to conclude the employee is acting in an official capacity through their personal account.
- **Disclosure of official capacity:** If discussing government business on personal social media, employees are asked to clearly state their official capacity and avoid using personal accounts for official communication.
- **No private political activity:** Avoid using personal social media for political endorsements or activities that could be perceived as partisan.

Disclaimer

The Town does not collect, maintain, or otherwise use the personal information of individuals stored on any third-party application or site in any way other than to communicate town-related information to users on that respective site. Users may at any time remove themselves from the Town's "friends", "follow", or "fan" list, or any other group associated with the town or ask that the Town remove them. Users should be aware that each third-party website and application has its own privacy policies outside of the Town's control. Users are subject to the site's terms and conditions when they create their accounts and are encouraged to do their own research into protecting their privacy. Users are further encouraged to protect their privacy by not posting on publicly accessible sites information such as first and last name, school, age, phone number, email, or phone number.

The Town reserves the right to terminate any Town social media site/ account at any time and without notice.

From: Shawn Talbot
To: Town Administrator
Subject: Fw: Little League Snack Shack
Date: Thursday, March 13, 2025 1:29:02 PM

Good afternoon,

I will be looking to speak about this at our 3/18/25 BOS meeting during Roundtable. Mindy is aware and has seen the proposal as well as spoken with the people from baseball and doesn't have any objections to the proposal or us discussing at our upcoming meeting. She may or may not be able to attend but doesn't see any reason to hold up potential approval if she's not available. I will be inviting the people from baseball.

Bcc'd: BOS

Shawn Talbot
Town Of New Ipswich
Select Board Chairman
Cell (603)715-0151
stalbot@townofnewipswich.org

From: Mt. Monadnock-South Baseball <bordertownbaseball@gmail.com>
Sent: Wednesday, February 26, 2025 17:07
To: Shawn Talbot <stalbot@newipswichnh.gov>
Subject: Little League Snack Shack

Hi Shawn,

Here are some of the details we talked about.

We are looking to put a permanent, if possible, snack shack next to the third base dugout of the Little League baseball field at Memorial Park. It would be a pre fabricated 10' x 8' shed from Costco.

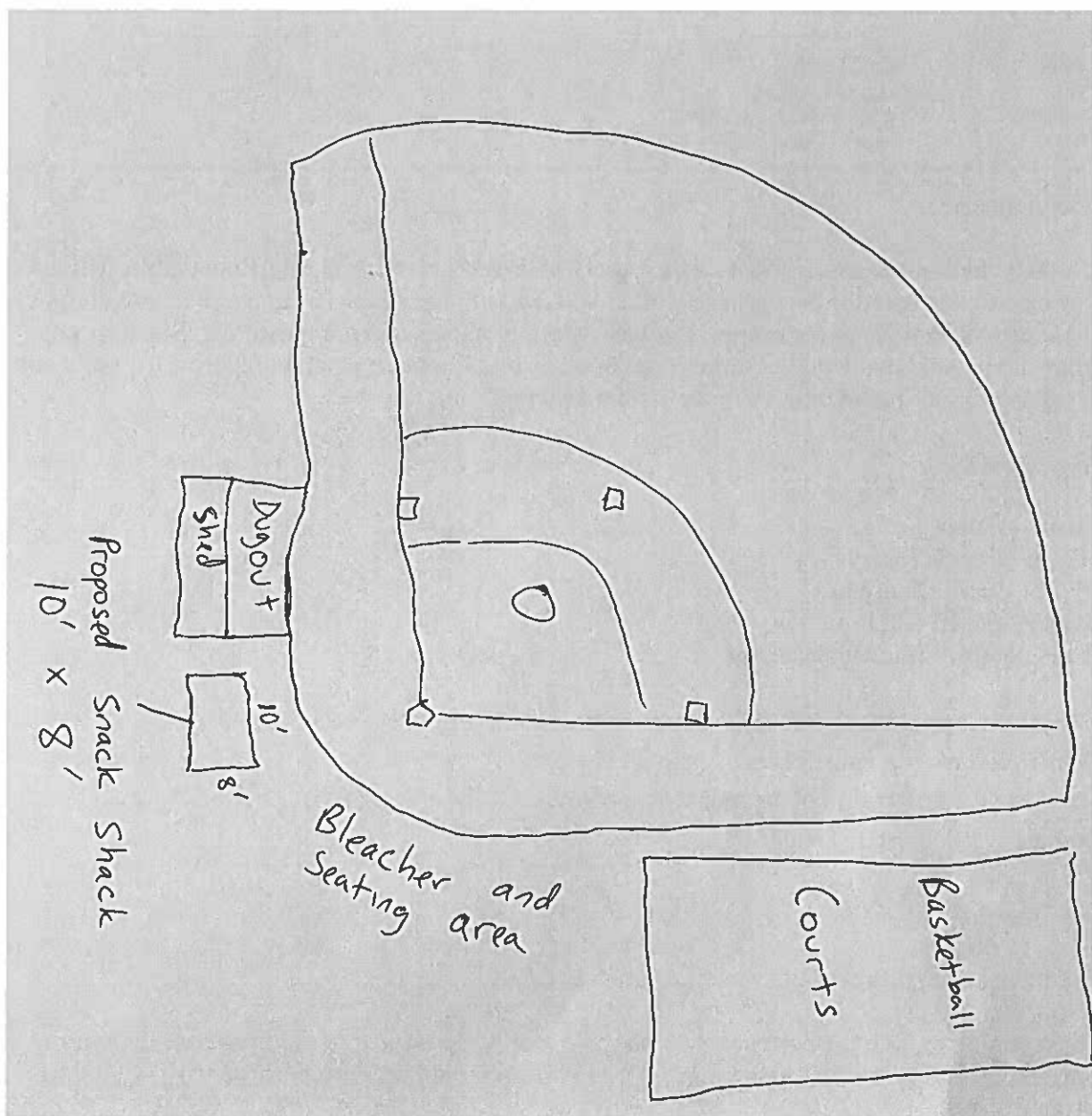
<https://www.costco.com/yardline-solara-10%E2%80%99x8%E2%80%99-wood-bar-shed-%E2%80%93-do-it-yourself-or-pro-installed.product.4000324447.html>

We would use it to sell snacks and drinks at our baseball games from April-July. It would replace the folding tables and tent that has to be set up and taken down every day during the season.

I have attached a photo of where it would be.

It would face the field with the back facing the parking lot. There is adequate space next to the dugout so that it will not stick into the parking lot. If it is allowed to be there permanently we would like to possibly add power to it at installation or a later date.

Please let me know if you need more information.



Sincerely,
Wade Ojala
Vice President
Mt. Monadnock Little League

Sent from Gmail Mobile