

BOARD OF SELECTMEN MEETING
April 1, 2025
MINUTES

Present: Shawn Talbot (Chair), Jason Somero, Lou Alvarez, Debbie Deaton (Town Administrator)
Also present: Joe Woodworth (FAC)

5:00 Open Meeting with the Pledge of Allegiance

Below is the link to view the meeting on YouTube:

https://youtu.be/1a4_67zV538?list=PLzGryVtWOBk8maGIwV0C7-1OgfwrdIJQ

5:05 Social Media Policy Discussion:

The Board reviewed the attached draft Social Media Policy and made changes. The final policy will be drafted with changes and the Selectboard will sign it at their April 15th meeting,

5:37 Planning Board and ZBA Liaison:

☛ Shawn made a motion to appoint Lou as the Planning Board Liaison. Jason seconded the motion. Lou will resign from the ZBA effective immediately. Debbie will send an email to the ZBA admin.

☛ Shawn made a motion to appoint Jason as the ZBA liaison. Lou seconded the motion.

7:20 Round Table Discussion:

- Shawn said there is nothing new to report on Building 2.
- Shawn reminded everyone that the Chili Cookoff is this Saturday, April 5 from 11-2 at the Congregational Church, 156 Main Street. All proceeds will go to the 275th Anniversary events.
- ARPA funds discussion on April 15th
- Shawn said there will be a CIP discussion with the Planning Board for April 8th at 5:30.
- Parks & Rec Parking Lot quotes on April 8th at 6:15
- Town owned property discussion on April 22nd
- Timbertop/Hubbard Pond intersection discussion on April 22nd.
- FAC Quarter 1 review on April 29th.

7:35 Non-public RSA 91-A:3, II (c)- Shawn made a motion to go into Non-Public under RSA 91-A:3, II (c). Jason seconded the motion and it passed unanimously. At 7:52, Shawn made a motion to return to public session. Lou seconded the motion and it passed unanimously. Shawn made a motion to seal the minutes. Lou seconded the motion and it passed unanimously.

At 7:55, Shawn made a motion to adjourn the meeting. Lou 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

Elected officials of the Town are strongly encouraged to follow these guidelines and are still subject to all State and Federal laws and regulations

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.

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

Town of New Ipswich Social Media Policy

procedure adopted by the Town.

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

Town of New Ipswich Social Media Policy

general public or non-affiliates engaging inappropriately with Town accounts or websites. The following are considered inappropriate content and may be subject to removal:

- 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 about content for posts on Town accounts:

- **Accuracy and truthfulness:** 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 the use of inflammatory or explicit language on Town accounts.
- **Topic:** Posts should focus on information related to town services, events, and initiatives. Use of Town accounts to express personal opinions or promote ideological or political agendas is 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,

Town of New Ipswich Social Media Policy

copyright, trademark protections, data protection, and open records.

Personal use of social media:

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 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 are personal expressions and not reflective of the opinions or policies of the Town.

- **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.
- 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.

Political Activity on Personal Accounts

- Employees may not use social media to campaign or lobby while at work or representing the Town in any capacity.
- Employees may not use Town social accounts for political or partisan activities
- Town employees may participate in political or partisan activities of their choosing, provided Town resources and property are not utilized, and the activity does not adversely affect the responsibilities of the employees in their positions.
 - (i.e. Employees should not use Town devices or accounts to engage in political or partisan activities and should not be operating in the capacity of their roles when engaging in political or partisan activity online.)

Except as outlined in this policy and the Employee Handbook, Town employees are free to fully exercise their First Amendment rights as guaranteed by the United States Constitution

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.

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 - Interns
 - Temporary/ Seasonal employees
 - ~~Appointed Officials~~ • ~~Volunteers~~

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Keep →

Town of New Ipswich Social Media Policy

Keep general public or non-affiliates engaging inappropriately with Town accounts or websites. The following are considered inappropriate content and may be subject to removal.

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- • Defamatory or personal attack
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if comments were enabled on initial post,
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insert Joe's edit

Town of New Ipswich Social Media Policy

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Political Activity on Personal Accounts

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- ~~Employees may not use Town social accounts for political or partisan activities~~ insert Joe's comment
- Town employees may participate in political or partisan activities of their choosing, provided Town resources and property are not utilized, and the activity does not adversely affect the responsibilities of the employees in their positions. ~~are prohibited from the~~
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The Town reserves the right to terminate any Town social media site/ account at any time and without notice.

New Ipswich Police Department

Activity For the Month Of

March 2025

Arrests/Booking	9	Calls for Service	535
Field Interviews	231	Investigations	16
MV Accidents	7	Property (seized/collected)	11
Phone Calls & Walk-in's (data collected for day shift only - Mon. – Fri.) 189			

Some of the calls for service NIPD responded to in March 2025.

Safe School Report - 5	Directed Patrols – 149
Case Investigation Follow Ups – 34	Animal Control Complaints – 7
Motor Vehicle Traffic Stops - 135	Traffic Accidents – 8
Police Information Calls – 24	Complaints - 1
Business Security Checks – 15	Criminal Mischief - 1
Suspicious Activity Calls - 4	Assisted Other Agencies – 11
Parking Violation – 1	Paperwork Service Calls – 18
Sex Offender Registrations - 7	Road Hazard/Obstruction Calls – 7
Civil Issues Calls - 4	Domestic Disputes – 1
Burglar Alarms Calls - 7	Welfare Check - 7
Property Lost -2	Assist NI Fire & Ambulance Calls - 18
Vacant Property Checks - 7	Concealed Weapons Permits - 6
Citizen Requested Assistance Calls - 27	Warrant Criminal / Civil – 2
Manner of Operation Calls - 6	Operation After Suspension – 1
Property Return - 3	Fraud - 2

**NEW IPSWICH
POLICE DEPARTMENT**

670 TURNPIKE ROAD
NEW IPSWICH, NH 03071

04/01/2025

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Statistics by Date

03/01/2025 to 03/31/2025

Accidents	7
Arrest / Booking	9
Calls for Service	535
Citations	135
Field Interviews	231
Incidents	16
Property	11
Registrants	0
Warrants	1
<hr/>	
Total	945

Souhegan Valley Ambulance Service, Inc.
2025 Call Statistics - 1/1/25 - 12/31/25

Call Volume

Medical Alarm Activations	0
Fire Standby/Public Assist	5
Lift Assist/Falls	19
Motor Vehicle Collision	29
Traumatic Injury	18
Medical Emergencies	88
Psychiatric Emergencies	5
Overdose/Drug Related	5
Cardiac Arrest/Untimely Death	6
Covid-19 Related Emergency	0
Total Calls	175
M/A asst. given	1
IFT	0
Total w/MA assist by SVAS	176

Transport Statistics (by SVAS)

MCH	69
Leominster	5
SNHMC	7
CMC	2
St. Joes	11
Elliot	1
Cheshire	1
Heywood	0
Antrim Bariatric	0
Umass Worcester	0
Landing Zone	0
Transfer to Medic	1
No Transports	64
Cancelled	4
Total	165
Total SVAS & M/A	176

Covid Related Calls

Suspected Covid 19 Cases	0
Symptoms in Home/Exposures	0
Total Covid Related	0

Average Call Times (mins)

Tone/Bay	7.5
Bay/Scene	6.6
Scene/Clear Scene	22.8
Total Tone to Clear	32.2

Mutual Aid Services

Wilton	
Peterborough	11
Jaffrey	
Ashby	
Total Mutual Aid	11

SVAS Assist/Transfer of Care	1
M/A - SVAS on Scene	3
M/A - No SVAS	7
*2nd Call = 7	

Souhegan Valley Ambulance Service, Inc.
2025 Call Statistics - March 2025

Call Volume

Medical Alarm Activations	0
Fire Standby/Public Assist	1
Lift Assist/Falls	8
Motor Vehicle Collision	6
Traumatic Injury	2
Medical Emergencies	27
Psychiatric Emergencies	1
Overdose/Drug Related	2
Cardiac Arrest/Untimely Death	3
Covid-19 Related Emergency	0
Total Calls	50
Mutual Aid Given	0
Total w/MA assistance by SVAS	50

Transport Statistics (by SVAS)

MCH	23
Leominster	0
SNHMC	3
CMC	0
St. Joes	2
Elliot	0
Cheshire	1
Landing Zone	0
Transfer to Medic	1
No Transports	16
Cancelled	1
Total	47

Total SVAS & M/A	50
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Covid Related Calls

Suspected Covid 19 Cases	
Symptoms in Home/Exposures	
Total Covid Related	

Average Call Times (mins)

Tone/Bay	7
Bay/Scene	6.5
Scene/Clear Scene	19.9
Total Tone to Clear	32.2

Mutual Aid Services

Wilton		*
Peterborough	3	*
Jaffrey		
DHART Life Flight		
U-Mass Life Flight		
Antrim (Bariatric)		
Total Mutual Aid	3	

*SVAS crew on another call = 3

SVAS Assist/Transfer of Care	
M/A - SVAS on Scene	
M/A - No SVAS	3
*2nd Call	

Basic Incident Number (FD1)	Basic Incident Alarm Date Time (FD1.26)	Basic Incident Date Time	Basic Incident Type Code (FD1.21)	Basic Incident Type (FD1.21)	Basic Incident Zone/District Number (FD1.32)	Basic Incident City Name (FD1.16)	Basic Incident State (FD1.18)	Basic Incident Postal Code (FD1.19)
5-005244	03/01/2025 21:56:18	03/01/2025 22:24:17	571	Cover assignment, standby, moveup		Ashby	MA	01431
5-005290	03/02/2025 12:27:23	03/02/2025 12:32:22	611	Dispatched and cancelled en route		Townsend	MA	01469
5-005312	03/02/2025 18:49:50	03/02/2025 18:53:23	324	Motor vehicle accident with no injuries		New Ipswich	NH	03071
5-005387	03/03/2025 16:22:47	03/03/2025 16:30:53	322	Motor vehicle accident with injuries		New Ipswich	NH	03071
5-005587	03/05/2025 22:47:54	03/05/2025 22:55:31	522	Water or steam leak		New Ipswich	NH	03071
5-005662	03/06/2025 17:36:32	03/06/2025 17:39:49	322	Motor vehicle accident with injuries		New Ipswich	NH	03071
5-005669	03/06/2025 18:42:02	03/06/2025 18:56:22	8131	Tree limb burning/smoldering on wire		New Ipswich	NH	03071
5-005677	03/06/2025 22:40:14	03/06/2025 22:46:27	322	Motor vehicle accident with injuries		New Ipswich	NH	03071
5-005686	03/07/2025 05:50:58	03/07/2025 06:24:14	8131	Tree limb burning/smoldering on wire		New Ipswich	NH	03071
5-005702	03/07/2025 09:37:20	03/07/2025 09:37:21	8131	Tree limb burning/smoldering on wire		New Ipswich	NH	03071
5-005764	03/07/2025 14:52:31	03/07/2025 14:59:19	550	Public service assistance, other		New Ipswich	NH	03071
5-005817	03/08/2025 09:59:39	03/08/2025 10:23:23	571	Cover assignment, standby, moveup		Ashby	MA	01431

5-005843	03/08/2025 13:08:03	03/08/2025 13:14:48	311	Medical assist, assist EMS crew	New Ipswich	NH	03071	<div>Report Filters</div> <div>Incident Date Time: is between '03/01/2025' and '03/31/2025'</div> <div>Agency Name: is in 'New Ipswich Fire'</div>
5-006001	03/10/2025 18:08:45	03/10/2025 18:09:46	321	EMS call, excluding vehicle accident with injury	New Ipswich	NH	03071	
5-006067	03/11/2025 13:54:59	03/11/2025 13:54:59	746	Carbon monoxide detector activation, no CO	New Ipswich	NH	03071	
5-006328	03/14/2025 19:31:22	03/14/2025 19:45:27	631	Authorized controlled burning	New Ipswich	NH	03071	
5-006415	03/16/2025 04:33:33	03/16/2025 04:47:37	321	EMS call, excluding vehicle accident with injury	New Ipswich	NH	03071	
5-006568	03/18/2025 09:18:50	03/18/2025 09:29:21	311	Medical assist, assist EMS crew	New Ipswich	NH	03071	<div>Report Criteria</div> <div>Agency is Demo Service: Is Equal To 0</div>
5-006644	03/19/2025 07:39:31	03/19/2025 08:08:29	745	Alarm system activation, no fire - unintentional	New Ipswich	NH	03071	
5-006984	03/23/2025 12:45:21	03/23/2025 12:51:00	322	Motor vehicle accident with injuries	New Ipswich	NH	03071	
5-006990	03/23/2025 14:06:26	03/23/2025 14:06:26	324	Motor vehicle accident with no injuries	New Ipswich	NH	03071	
5-007031	03/24/2025 05:19:21	03/24/2025 05:19:21	600	Good intent call, other	New Ipswich	NH	03071	
5-007043	03/24/2025 11:25:03	03/24/2025 11:27:00	600	Good intent call, other	New Ipswich	NH	03071	
5-007140	03/25/2025 14:46:24	03/25/2025 14:58:27	412	Gas leak (natural gas or LPG)	New Ipswich	NH	03071	
5-007576	03/31/2025 06:14:50	03/31/2025 06:12:12	412	Gas leak (natural gas or LPG)	New Ipswich	NH	03071	
Count: 25								