



TOWN OF BROOKFIELD

Select Board

267 Wentworth Road | Brookfield, NH 03872

September 10, 2026

Work Session with Elected Officials

Call to Order: 5:00 PM

Minutes Approval: Minutes of March 24, 2026, approved by Select Board on _____

Follow-up Existing Action Items/Status Reports

1. Human Resources

- Status of Employee Handbook
- Onboarding checklist/Transition & Orientation new staff/volunteers; Hand-offs
- Policies & Procedures: 2-hour min pay; holidays
- Volunteer spreadsheets
- Department staff survey status

2. Cybersecurity

- Plan for cyberattack
- Staff education/training
- Policies for safety & security of electronic environment

3. Open Action Items from meeting 3/24/26

- Cleaning schedule for both buildings
- Handyman list/status
- Right to Know Policy/Procedures clarity
- Update on town employee email strategy; communications

New Business:

1. Digital literacy/Training staff (Outlook, OneDrive; file naming conventions; etc)

2. Potential Budget & Warrant Items for 2027

- "What do we want to accomplish?" New phone system, new ramp, handicap accessibility; new ramp?
- Do we need more office hours?
- Moderator to 3-year term; changing Elected Officers to alternating terms

3. Meetings w/officials and staff

- Scheduling 2027
- Huddles

4. Re-imagining the Office

- Ideas for staffing deputy positions
- Creative use of personnel (staff and volunteers) to support town functions
- Succession Planning
- Select Board 3 - 5 year vision for office functions (hours, services, succession plan, space?)

5. Support for volunteers

- Webmaster; posting; agenda and minutes support

6. Department Goals/Plans

7. Staff Meetings:

Schedule 4th Quarter Elected Officials work session (November?)

Determine time for Sept. 22 Staff Meeting: Time: (currently 5:00PM)

JLM: NHMA First Amendment Training 12:00-1:00 PM

December 3 Staff Meeting 5:00 – 6:00 PM

JLM Meeting at 6:00 -7:00 PM AED and Fire Extinguisher Training