



**BERLIN MAYOR AND COUNCIL
CLOSED SESSION**

Meeting Agenda

Monday, December 8, 2025

5:30 PM

**Berlin Town Hall
10 William Street**

1. Statement of closure – Mayor Zack Tyndall
2. Public comments or questions regarding the purpose for closure.
3. Motion to close and adjournment to Executive Session

Closed Session Agenda: STATUTORY AUTHORITY TO CLOSE SESSION, General Provisions
Article, §3- 305(b):

- (1) To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; or any other personnel matter that affects one or more specific individuals.



Closed Session Summary

To be included in the minutes in the next Open Meeting

1. Statement of the time, place, and purpose of the closed session:

- a. Time of closed session: Monday, December 8, 2025, 5:30 PM.
- b. Place (location) of closed session: Vote to Close: Mayor and Council Chambers.
Meeting: 2nd Floor Conference Room
- c. Purpose of the closed session: Regarding a personnel matter.
- d. Date and time that we will return to public meeting: Monday, December 8, 2025, 6:00 PM

2. Record of the vote of each member as to closing the session:

- a. Motion to close meeting made by:
- b. Second by:
- c. Members voting in favor:
- d. Members opposed:
- e. Members abstaining:
- f. Members absent:

3. Statutory authority to close session:

This meeting was closed under the following provisions of General Provisions Article § 3-305(b)

- (1) To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; or any other personnel matter that affects one or more specific individuals.
- (7) To consult with counsel to obtain legal advice on a legal matter.

Listing of each topic actually discussed, persons present, and each action taken in the session:

| Topic description | Persons present for discussion | Action taken/each recorded vote |
|-------------------|--------------------------------|---------------------------------|
| Personnel matter | | |

This statement was made by: Mayor Zack Tyndall, presiding officer

List members who have received open meetings training (at least one member must be in attendance during closed session): Mayor Zack Tyndall, Councilmember Jack Orris, Town Administrator Mary Bohlen, Human Resources Director Kelsey Jensen, Town Attorney David Gaskill, Special Projects Administrator Kate Daub.