



**BERLIN MAYOR AND COUNCIL  
CLOSED SESSION**

**Meeting Agenda**

**Monday, November 10, 2025**

**5:00 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.
- (7) To consult with counsel to obtain legal advice on a legal matter.



### 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, November 10, 2025, 5:00 PM.
- b. Place (location) of closed session: Vote to Close: Mayor and Council Chambers.  
Meeting: 2<sup>nd</sup> Floor Conference Room
- c. Purpose of the closed session: Regarding a personnel matter and a legal matter.
- d. Date and time that we will return to public meeting: Monday, November 10, 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		
Legal 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.