



**BERLIN MAYOR AND COUNCIL
CLOSED SESSION**

Meeting Agenda

Tuesday, December 23, 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.
- (10) To discuss public security, if the public body determines that public discussion would constitute a risk to the public or to public security, including: (i) the deployment of fire and police services and staff; and (ii) the development and implementation of emergency plans;



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: Tuesday, December 23, 2025, 5:00 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 and public safety.
- d. Date and time that we will return to public meeting: Monday, January 12, 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)

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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.