

CITY OF BERLIN  
BOARD, COMMITTEE, COMMISSION & COMMON COUNCIL  
APPLICATION FORM

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: Day \_\_\_\_\_ Evening \_\_\_\_\_

City residency is required for appointment to a City board, committee or commission, with the BID being the exception. Other eligibility requirements may also exist.

Area of Interest:

- |  |  |
|--|--|
| <input type="checkbox"/> Board of Review                     | <input type="checkbox"/> Oakwood Cemetery Board        |
| <input type="checkbox"/> Business Improvement District (BID) | <input type="checkbox"/> Parks & Recreation Commission |
| <input type="checkbox"/> Committee On Aging                  | <input type="checkbox"/> Plan Commission               |
| <input type="checkbox"/> Common Council, Ward # _____        | <input type="checkbox"/> Police & Fire Commission      |
| <input type="checkbox"/> Community Development Authority     | <input type="checkbox"/> Sewer & Water Commission      |
| <input type="checkbox"/> Housing Advisory                    | <input type="checkbox"/> Zoning Board of Appeals       |
| <input type="checkbox"/> Library Board                       | <input type="checkbox"/> Other _____                   |

Applicant Questions (attach additional sheets if necessary)

1. Do you have any issues with attending meetings at the specified times? (See Meeting Schedule)

\_\_\_\_\_  
\_\_\_\_\_

2. Please indicate why you are interested in serving on any of the above Board, Committee or Commission: \_\_\_\_\_

\_\_\_\_\_

3. What knowledge, experience, or abilities do you have that would make you an effective board member: \_\_\_\_\_

\_\_\_\_\_

4. Please provide any additional information for consideration: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

## **CITY OF BERLIN MEETING SCHEDULE**

### **Board of Review**

Term Length: Five (5) years  
Expiration Date: July 1st  
Meeting Date and Time:  
Meeting Place: City Hall Council Chambers

### **Business Improvement (BID)**

Term Length: Three (3) years  
Expiration Date: May 1st  
Meeting Date and Time: 5:30 pm on the 2<sup>nd</sup> Wednesday of each month  
Meeting Place: City Hall Council Chambers

### **Committee on Aging**

Term Length: Three (3) years  
Expiration Date: April 30<sup>th</sup>  
Meeting Date and Time: 9:30 am on the 4<sup>th</sup> Tuesday of each month  
Meeting Place: Berlin Senior Center

### **Common Council**

Term Length: Two years  
Expiration Date: 3<sup>rd</sup> Tuesday in April  
Meeting Date and Time: 7:00 pm on the 1<sup>st</sup> Tuesday of the month as Committee of the Whole and 2<sup>nd</sup> Tuesday of each month as Common Council  
Meeting Place: City Hall Council Chambers  
\*Liaison meetings apply as well

### **Community Development Authority**

Term Length: Five (5) years  
Expiration Date: November 1st  
Meeting Date and Time: As needed  
Meeting Place: City Hall Council Chambers

### **Housing Advisory**

Term Length: Indefinite  
Expiration Date: November 1st  
Meeting Date and Time: As needed  
Meeting Place: City Hall Council Chambers

### **Library Board**

Term Length: Three (3) years  
Expiration Date: May 1st  
Meeting Date and Time: 4:30 pm on the 2<sup>nd</sup> Wednesday of each month  
Meeting Place: Berlin Public Library, Kay Swan room

### **Oakwood Cemetery Board**

Term Length: Three (3) years

Expiration Date: April 30th

Meeting Date and Time: 6:00 pm on the 3<sup>rd</sup> Wednesday of each month \*

Meeting Place: Oakwood Cemetery Chapel or City Hall Council Chambers

\*Board typically does not meet November thru March unless necessary

### **Parks and Recreation Commission**

Term Length: Three (3) years

Expiration Date: November 1st

Meeting Date and Time: 4:35 pm on the 1<sup>st</sup> Wednesday of each month

Meeting Place: City Hall Council Chambers

### **Plan Commission**

Term Length: Three (3) years

Expiration Date: May 1st

Meeting Date and Time: 7:00 pm on the last Tuesday of each month

Meeting Place: City Hall Council Chambers

### **Police and Fire Commission**

Term Length: Five (5) years

Expiration Date: May 1st

Meeting Date and Time: 6:30 pm on the 1<sup>st</sup> Wednesday of each month

Meeting Place: City Hall Council Chambers

### **Sewer and Water Commission**

Term Length: Five (5) years

Expiration Date: October 1st

Meeting Date and Time: 4:30 pm on the last Wednesday of each month

Meeting Place: City Hall Council Chambers

### **Zoning Board of Appeals**

Term Length: Three (3) years

Expiration Date: November 1st

Meeting Date and Time: 5:30 pm on the 3<sup>rd</sup> Tuesday of each month

Meeting Place: City Hall Council Chambers

These meeting times may be changed from time to time to accommodate scheduling issues and or special meetings may be called to handle urgent issues.