



CITY OF
WATERTOWN
Administration Building
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Residents' Advisory Committee
Wednesday, July 8, 2024
Minutes

Attendees

Committee Members: Liz Cremens, Sam Ling, Kathryn Madden, Theo Offei (not present: Tom Tracy)

Administrative

The meeting started at 5:07 pm. The next RAC meeting will be on Wednesday, August 7, 2024.

Discussion

Universal Online Application: The committee reviewed the process for filling out the public-facing online form and then reviewed the back-of-house Civic Plus data management platform. The refinements to the online form seem to make it easy to use and fill out. The back of house data collects and assembles all the applications, which can be viewed in PDF form on the Civic Plus platform. Automatic notifications will be sent to RAC members when applications are submitted. The site does not have a reporting function (some data can be downloaded but is not formatted). The Civic Plus platform links directly to the City website pages for boards and commissions. Information for appointed board members must be entered manually. The workflow process will continue to be managed manually from the City Manager's office. RAC members will have permission to review the Civic Plus platform and data, but any and all changes will be made by City staff.

Outreach and Recruiting: The list of non-profit organizations in Watertown will be distributed so that individual RAC members can identify organizations to which they might want to reach out. The RAC will have a table at the upcoming Farmers Market on June 19, 2:30 to 6:30 pm; some materials need to be updated in preparation.

Board and Commission Updates: The new ordinance concerning the Traffic Commission changes the resident positions from two members to four members, and there will no longer be any conditions to those positions (previously one of the two members had to be from the business community). The RAC recommends that the vacancy on the Human Rights Commission should be posted with a note that previous applicants will be considered.

At 5:30, the meeting moved to Executive Session to interview and consider applicants for appointments to Watertown Boards, Commissions, and Committees. The meeting was not reconvened as a public meeting.

Minutes: Submitted by Kathryn Madden, August 2, 2024; approved August 7, 2024