



CITY OF
WATERTOWN
Administration Building
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Residents' Advisory Committee
Wednesday, November 6, 2024
Minutes

Attendees

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

Administrative

The meeting started at 5:00 pm. The RAC members approved the minutes for October 1, 2024. The next monthly RAC meeting will be on Tuesday, December 4, 2024.

Discussion

Civic Plus Data Management: Kathryn updated the Committee on the CivicPlus platform, including new licenses and ongoing need for better data management. RAC members highlighted areas that we continue to need help including the flow of approvals, notifications, monthly reporting, resume attachments, and syncing website information with a database.

Outreach: Several of the boards, commissions, and committees are making efforts to outreach and recruit new members as well as to get better attendance among existing members. A collaborative effort is needed to get people excited about serving on boards, commissions, and committees. This might involve recalibrating what it means to be in a civic role, re-setting expectations about these responsibilities, and establishing stronger partnerships with City staff. Outreach should involve Tyler Cote, since this is part of his role. Suggested communication strategies are to write a guest article for the Watertown News; interview current board chairs; and update the current website video with brief clips from these interviews.

RAC Policies and Procedures: Kathryn and Liz worked to create a final draft of the RAC Policies and Procedures. On October 22, 2024, JoAnna Hand distributed these to RAC members for review, final discussion, and a vote at the December meeting.

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, January 30, 2025