



CITY OF
WATERTOWN
Administration Building
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Residents' Advisory Committee
Wednesday, July 23, 2025
Minutes

Committee Members Present:

Kathryn Madden, Theo Offei, Liz Cremens, Sam Ling (not present Tom Tracy who has resigned from the Residents Advisory Committee)

Administrative:

The meeting started at 5:00. The August meeting is cancelled. The next RAC meeting is September 3 at 5 PM.

Approval of the Minutes:

Motion by Sam Ling to approve the minutes of the RAC meetings on May 7 and June 11 seconded by Theo Offei. Approved unanimously.

Discussion:

Outreach:

Liz reported about preparations for upcoming Community Table at Watertown Farmers' Market on August 8 from 2:30 – 6:30. Need to update handouts with the inclusion of the Memorialization Committee. Sam and Liz will staff the table.

Updating the Boards, Commissions, Committees Webpage:

Discussed the Draft prepared by Kathryn Madden as update to City Webpage regarding Boards/Commissions/Committee, taking into account suggested edits to the previous Draft.

There was discussion of the first sentence under "Step 3. Qualifications and Interviews." There was discussion about the meaning of the "Residents' Advisory Committee interviews **qualified candidates** (emphasis provided),.... ". Some applicants who apply may not meet some of the qualifications for appointment so could not be considered for the position.

Under "Step 1. Find a Board, Commission, or Committee that Interests You" as part of explanation of the posting of vacancies the link to Ordinance 2007-016 will be added. This Ordinance outlines the procedures of posting expiring terms and the procedures for appointment to the Boards, Commissions or Committees.

Motion to approve the suggested Updates by Theo Offei seconded by Sam Ling. Approved unanimously.

Executive Session

At 5:30 by Motion of Theo Offei, seconded by Sam Ling the meeting moved to Executive Session to interview and consider applicants. The meeting did not reconvene as a public meeting.

The meeting adjourned at 7:30 PM.

Minutes submitted by Liz Cremens

August 27, 2025

Approved on September 3, 2025 at RAC meeting