



CITY OF  
WATERTOWN  
Administration Building  
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Residents' Advisory Committee  
Wednesday, September 30, 2025  
Minutes

**Committee Members Present:**

Kathryn Madden, Theo Offei, Liz Cremens, Gohar Meliksetyan, and Sam Ling.

**Administrative:**

The meeting started at 5:00. The next RAC meeting is November 5, 2025 at 5 PM.

**Approval of Minutes:**

Review of the Minutes for the September 3, 2025 meeting. Motion to approve minutes by Sam Ling seconded by Gohar Meliksetyan. The minutes were approved—Sam Ling, Gohar Meliksetyan, Theo Offei, Kathryn Madden, Liz Cremens voting yes.

**Outreach:**

On a recent tour of Watertown Cable Access TV Kathryn discussed with Andrea Hogan, Executive Director, about making a video about Boards/Commissions/Committees (“Boards”) for posting on the Boards Webpage. The concept would be to feature the Boards by interviewing a member of a Board with some questions regarding the member’s participation. Andrea Hogan recommended the video be about 3 minutes. WCATV personnel are available to assist in the production.

Discussion of some of the possible questions of Board members.

Gohar suggested following: How did you get involved? Why did you decide to serve on the Board? What would you say to persons who want to serve? What have you learned about Watertown from your service?

Sam suggested: What is the mission of the Board? How does the Board impact the City? Give a concrete example of something the Board has done.

There was further discussion about the questions. Agreed to limit to four questions. Plan to limit answers to 30 seconds.

Maybe end video with RAC Chair Kathryn giving information about the ways to apply and ways to familiarize oneself with the work of the Boards.

For first video focus on WE3C, Conservation, Stormwater, where recruitment is needed. Maybe add Bike/Ped due to its appeal.

Tasks for discussion at our next meeting:

Gohar will work on formalizing four questions based upon our discussion;

Liz will do research to see what releases may be required for participants;

Sam will look into production technology and will reach out to WCATV about production technology;

Kathryn will contact some of Chairs of Boards regarding the video.

### **Executive Session**

At 5:37 Theo Offei left the meeting.

At 5:37 by approved Motion the meeting moved to Executive Session to interview and consider applicants. The meeting did not reconvene as a public meeting. The meeting adjourned at 7:17 PM.

Minutes submitted by Liz Cremens October 5, 2025

APPROVED at RAC Meeting on December 3, 2025