



CITY OF
WATERTOWN
Administration Building
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Residents' Advisory Committee
Wednesday, November 5, 2025
Minutes

Committee Members Present:

Kathryn Madden, Liz Cremens, Gohar Meliksetyan present. Sam Ling and Theo Offei not present.

Administrative:

The meeting started at 5:00. The next RAC meeting is December 3, 2025 at 5 PM.

Approval of Minutes:

Review of the Minutes for the September 30, 2025 meeting deferred to next meeting as Members had not received the Draft Minutes

Outreach:

Video for Volunteers

Progress continues on preparation of a video of Board/Commission/Committee (Board) volunteer members for the City Webpage in effort to outreach and recruit residents.

Kathryn reported that Sam had contact with Cable Access staff. Staff recommends that the recordings be done at the Cable Access Studio.

Agreed that should limit each participant to about four questions and answers limited to about 30 seconds per question. The questions will be provided to participants prior to the recording.

After discussion the following questions were agreed upon:

What inspired you to begin serving your community?

How does your committee's work affect the daily lives of people in our community? Could you share an example of a recent project or decision by your committee community?

What's one surprising or valuable thing you have learned about Watertown through volunteering?

What would you say to someone who's considering getting involved in community service?

By Motion of Gohar seconded by Liz these questions were approved.

Will discuss further details of the format of the video production at future meeting.

Discussed focusing first video on Boards where recruitment for vacancies is needed such as Environment & Energy and Efficiency. Kathryn will reach out to Chairs of the Boards for participants.

Announcements:

Copies of the Draft of the Administrative Code were provided. Will discuss portions relevant to RAC at the next meeting.

Kathryn reported that the City Manager has scheduled a meeting in December for all Board Chairs on procedures for conducting Board meetings.

Executive Session

At 5:30 by Motion of Gohar seconded by Liz and approved the meeting moved to Executive Session, MGL, C. 30A section 21(a) Subsection (8) indicating that the meeting may reconvene as an open meeting at 7 PM.

The meeting did not reconvene as an open meeting and adjourned at 7:15 PM.

Minutes submitted by Liz Cremens November 11, 2026

APPROVED at RAC Meeting on December 3, 2025