



CITY OF
WATERTOWN
Administration Building
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Residents' Advisory Committee
Wednesday, December 3, 2025
Minutes

Committee Members Present:

Kathryn Madden, Sam Ling, Gohar Meliksetyan and Liz Cremens

Administrative

The meeting started at 5:00. The next RAC meeting is January 14, 2025

Approval of Minutes:

Review of the Minutes for September 30, 2025 Meeting. Motion to Approve the Minutes made by Gohar seconded by Sam approved unanimously.

Review of the Minutes for the November 5, 2025. Corrections: Meeting location the City Council Conference Room 2nd Floor of City Hall and regarding the video for volunteers the proposed length for answer time for each question about 30 seconds not 15 seconds. Motion to Approve the Minutes with changes made by Sam seconded by Gohar approved unanimously.

Future Meeting Dates

In view of conflicts and in order to insure a quorum the date for January Meeting will be on January 14, the date for April Meeting April 8, the July Meeting July 8.

Discussion

Outreach and Recruitment:

Volunteer Video

Based upon his discussions with Cable Access personnel and experience Sam recommends having participants audio video record their answers to the questions about their participation on Board/Commission/Committee (Board), using their own recording devices—phones. Laptops. Sam would be available to offer assistance to participants if needed.

The previously agreed upon questions will be provided to participants with instructions to keep responses to each question to about 30 seconds. The recordings would be forwarded to RAC for preparation of the final product.

Plan is to publish finished product on various City's social media platforms, Instagram, Facebook, Webpage and etc.

Will look to about five different Boards for participants. Kathryn will begin to reach out to Board Chairs for a Board member participant.

Liz provided recommended release for participants to sign.

How Applicants Learn About Board Opportunities

Gohar reviewed the responses to the question “How did you hear about this opportunity” from 100 applications. Following results are: 31.6% reported Emails from the City, 20.4% word of mouth friends, family etc, 17.3% reported Facebook etc, 9.2% City of Community Events, 11% Other.

Plan to work with Tyler Cote, Community Engagement Specialist, and Jeanne Ostroff, Digital Media Manager, exploring outreach efforts on the various social media platforms.

City Manager’s Draft Administrative Code

Kathryn highlighted changes which are relevant to work of the RAC. All terms of the Boards will be three years except the Board terms that are governed by State law ZBA and Elections Commission.

The draft code outlines the relationship of City staff to the various Boards. In general the City staff who work with the Boards are referred to as staff liaisons. In view of RAC interaction with the Boards agreed that clarification of these roles is needed. Kathryn will contact the City Manager about the issue.

Executive Session

At 5:45 by Motion approved the meeting moved to Executive Session pursuant to MGL 30A, Section 21(a), Subsection (8) to interview and consider applicants. The meeting did not reconvene as a public meeting.

The meeting adjourned at 7:17 PM.

DRAFT Minutes submitted by Liz Cremens,

APPROVED at RAC Meeting on January 14, 2026