



CITY OF  
WATERTOWN  
Administration Building  
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617 972-6465

Residents' Advisory Committee  
Wednesday, January 14, 2026  
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 February 4, 2026

**Approval of Minutes:**

Review of the Minutes for December 3, 2025 Meeting. Motion to Approve by Gohar, seconded by Sam, approved unanimously.

**Discussion**

**Outreach and Recruitment:**

**Volunteer Video**

Will begin reach out to Board/Commission/Committee (Board) Chairs for participants in first Volunteer Board Video focusing on Boards with vacancies. Will limit to five participants for first video.

Set up sub-committee to work on a letter to prospective participants. The letter will include information on the process of producing the video, editing and any necessary release.

The previously agreed upon questions will be provided to participants with instructions to keep responses to each question to about 30 seconds. The questions will serve as prompts for participants to prepare their video recordings. Sam indicated that the technology required for production is available to people on cell phones, laptops etc. The participants are able to forward the completed video to RAC for preparation of the final product. Sam and Gohar volunteered to be available to participants for instructions and assistance in the preparation of their video.

**Reach Out to Watertown Residents**

Kathryn reported that there is a state database open to the public for architects and another for engineers who are registered in the Commonwealth. From those databases the names of persons who list Watertown can be obtained. Kathryn proposes obtaining from the databases a list of engineers and architects who list Watertown. A letter would be directed to these individuals informing them of Boards such as Historical

Commission, Planning Board, Zoning Board of Appeals, Conservation Commission, indicating that if they may be interested and referring them to the City's web page.

JoAnna Hand is available to send the letters. Kathryn will work on generating the names and addresses from the databases. All agreed we should pursue.

### **Executive Session**

At 5:30 by Motion to go into Executive Session pursuant to MGL 30A, Section 21(a), Subsection (8) to interview and consider applicants and notice meeting will reconvene as a public meeting by Sam, seconded by Liz and approve unanimously.

The meeting reconvened as a public meeting at 6:45.

### **Resumption of Public Meeting**

#### **Outreach and Recruitment**

Work on current vacancies: Liz will reach out on Council on Aging regarding recruiting applicants. Kathryn will reach out to Stormwater and Public Arts regarding recruitment of applicants.

Liz had seen article in the Medford Patch about a posting of vacancies on some of Medford's Boards. She wondered if the Watertown Patch was one of the outlets that the City of Watertown sends notices to about vacancies. Sometimes announcements of Watertown Board vacancies are in Watertown News.

According to Kathryn, Jeanne Ostroff handles social media for the most part. She will check with her about the Watertown Patch. Kathryn has been working with her about publishing the vacancies.

The notices of vacancies have been prominently displayed on the City Web Page. Kathryn provides Jeanne with a list of the vacancies regularly. Also, at Councilor Gardner's request Kathryn provides her with a list of vacancies.

In our efforts for outreach to the community Liz suggested that perhaps having Tyler Cote, Community Engagement Specialist, come to one of our meetings to discuss outreach and the resources of his department. Kathryn indicated that they are planning the Second Civics Academy for the Spring and last year a number of graduates did apply for Boards.

Motion to Adjourn Sam seconded Gohar, unanimously approved. Meeting adjourned at 7:17 PM.

Minutes submitted by

Liz Cremens

January 22, 2026

APPROVED at RAC Meeting on 2/4/2026