



CITY OF  
WATERTOWN

Administration Building  
149 Main Street  
Watertown, MA 02472  
www.watertown-ma.gov  
617 972-6465

Residents' Advisory Committee  
Sub-Committee on Board Video Preparation  
Thursday, January 22, 2026  
Minutes

**Committee Members Present:**

Kathryn Madden and Liz Cremens. Meeting began at 10:00 AM

**Release For Board Video Participant.** Reviewed Liz's updated draft legal release. Agreed covers all the issues, advises participants that their submitted video may be edited, some or all may be used. The completed video may be played on various social media platforms as well as events such as Faire in the Square, Watertown Civics Academy. Duration of its use is unlimited.

**Review of Letter of Invitation.** Reviewed letter of invitation that would be directed to Chairs of the Boards/Commissions/Committees. Will add the release at the end of the letter.

**Review of Letters to Architects/Engineers.** Reviewed draft of letter, prepared by JoAnna, to be sent to licensed Architects/Engineers/Planners/Landscape Architects, who have been identified as residing in Watertown based on the City Census and state licensing. The letter informs them about the Boards in which their expertise would be helpful, such as Planning Board, Zoning Board, Historical Commission, etc.

**Meeting Adjourned** 11:15 AM

Minutes prepared and submitted by Liz Cremens on February 21, 2026.

APPROVED with edits at RAC Meeting on 3/4/2026