

City of Watertown

RESIDENTS' ADVISORY COMMITTEE | MINUTES

Date: Wednesday, September 12, 2023, 5:00 pm

Location: City Hall, Third Floor Conference Room

Attendees

Committee Members: Liz Cremens, Theo Offei, Sam Ling, Tom Tracy, Kathryn Madden

Administrative

The minutes from the July 15, 2023; August 9, 2023; August 15, 2023; and August 23 meetings were approved unanimously. The next RAC meeting will be on Tuesday, September 26, with a priority to schedule interviews related to Commission on Disability, Stormwater Advisory Committee, Environment & Energy Efficiency Committee (WE3C), and Historical Commission.

Discussion

The RAC members discussed the need for an online, universal application form for all Watertown boards, commissions, and committees was discussed. Chris McClure, Chief Information Officer, and JoAnna Hand, City Manager's Office, joined the discussion. Using a model from the Town of Amherst, the RAC members reviewed and commented on appropriate questions, the need for any legal disclaimers, and the logistics of access and the data. Important software considerations are

- User interface for those applying, including the ability to upload resumes and/or letters of interest;
- Workflow that accounts for where people are in the process (applied, interviews, status, thank you letters and other communications to applicant, appointments, length of term, renewal notifications, etc.)
- Internal notifications, access, and confidentiality
- External broadcasting of available vacancies
- Single database that provides a one source of information and can be used to generate various reports.

Theo Offei and Kathryn Madden will serve as a subcommittee to coordinate with Chris McLure and City staff on the logistics of a universal application process.

The logistics and materials for the Faire on the Square were discussed. Kathryn Madden reported that all the staff comments have been incorporated into the comprehensive document summarizing the Board and Commission responsibilities. This information can be incorporated into the handouts for the Faire, and then the next step would be to update the City website with this information.

The meeting moved into Executive Session to interview candidates for Historical Commission and did not reconvene as a public meeting.

Minutes: Submitted by Kathryn Madden, November 11, 2023; revised December 5, 2023