

**Participatory Budget Committee Meeting**  
**July 7, 2022**  
**Minutes**

**In attendance**

Mary Estelle Ryckman (Chair), Norah Brennan (Vice Chair), Jeff Altamari, Jonathan Jeerapaet, Tim Holmes, Hal Rose

**Not attending**

JoAnne Kiernan, Douglas Gerhardt, and Devin Del Pos.

**Other attendees**

Heather Crocker (Deputy Commissioner of Finance), Tony Izzo (City Attorney)

**Approval of minutes**

- Minutes for the June 16<sup>th</sup> and June 30<sup>th</sup>, 2022, meetings were approved by unanimous consent.
- The committee unanimously agreed that minutes will only be emailed around for review by members. Hard copies will no longer be given out at meetings.

**Administrative matters**

- JoAnne has given word that she steps down immediately from the PBC due to other commitments

**Discussion about applying the metrics and evaluating projects**

- The committee discussed the specific criteria in the metrics and how they might be applied in practice.
- The committee discussed leveraging city departments as a knowledge base.
- The committee discussed each of the specific projects received to date, including how they might be scored using the metrics.
- The chair asked for volunteers to be project leads. Norah and Mary will be project lead on specific projects.
- It was noted that another project was received which brings the total to six.

**Outreach**

- The committee discussed current and future outreach activities.

**Open issues and next steps**

- The committee discussed that the next steps are:
  - Approving a timeline for the rest of 2022 and for 2023 to be discussed at a later meeting
  - Establishing a voting process. Norah volunteered to be point on this effort, with Jeff helping.

**Next meeting**

- It was decided that PBC meetings will now be on the 1<sup>st</sup>, 3<sup>rd</sup>, and 5<sup>th</sup> Mondays of each month going forward. The next meeting will be on July 18<sup>th</sup> at 5:30pm.