

## MEMORANDUM

**To:** Linda Bettencourt  
Town Clerk

**From:** Geen Thazhampallath  
Director of Parking

Welles Guilmartin,  
Chairman PAC

**Re:** Schedule of 2016 Meetings for the Parking Advisory Committee

**Date:** November 30, 2015

Please accept this correspondence as official notification of the Parking Advisory Committee's regular meeting schedule for calendar year 2016.

The committee will be meeting on the 3<sup>rd</sup> Tuesday of every month at **5:30 PM** in **City Hall RM 111 (the Parking Office)** unless otherwise specified through formal notification to your office prior to a particular meeting. The meeting dates for 2016 are as follows:

- January 19, 2016
- February 16, 2016
- March 15, 2016
- April 19, 2016
- May 17, 2016
- June 21, 2016
- **July No Scheduled Meeting**
- August 16, 2016
- September 20, 2016
- October 18, 2016
- November 15, 2016
- **December No Scheduled Meeting**
- January 17, 2017

Thank you in advance for your attention to this matter.