

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 3rd 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 19, 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.