In attendance: Zoe Gordon, Natalie Sherman, Laura Parette, Don Schneider

Guests: Richard Bryant, Stantec

Business Survey Questionnaire: Natalie explained and reviewed the Parking Allocation spread sheet. The data is incomplete and not current in some cases. Discussion about adjustments for shared parking and where there may be overlaps. Sensitivity to information collected and not creating concerns will be important. Survey to all businesses via Survey Monkey first and follow-up with those that don't respond. We will not survey the dwellings as on-site parking is a requirement.

Format of survey:
Explanation intro
Square footage
Type of business/uses
# of seats for restaurants only
# of employees full and part-time

Line Striping: Handicap parking spots will be striped and labeled by the municipality. It is on the spring to do list.

Parking data collection: We should include 51 South Main, all banks and behind Mansfield Ortho. Collect data every hour not every half-hour. Collect data via Iphone again. Do not include private/dwelling spaces. Time frame should be 8am-8pm. 6-two hour shifts with teams of 2/loop (east and west) for a total of 24 volunteers/date. Dates: Wed., June 15 and Friday, June 24. Collect date for 2-days, 1 mid-week and one weekend. RW to put out a call to volunteers. Richard provided an analysis of data collected in 2015.

Review of large parking maps: TBPS would be interested in the map to share with parents.

Group likes the map and has no further changes. Natalie to get final trustee approval then Laura will copy, laminate and hang them directly on the existing poles.

Parking Enforcement Officer: No one has applied to the position. Don is considering the position. Everyone to think of people they may know.

RW sent out a parking reminder to businesses and will one more time.

Next steps/other:
-**Natalie** to share TBPS contact info. with Laura
-**Richard** to draft survey questions and **Zoe** to draft intro paragraph this week and circulate to the committee early next week.
-**Natalie, Kristen** and **Richard** to meet and make sure the software is what we want.