



Eileen M. Donoghue  
City Manager

May 3, 2018

Mayor William J. Samaras  
and  
Members of the City Council

REFERENCE: Out of State Travel Request  
Department of Planning and Development

Dear Mayor Samaras and Members of the City Council:

The Department of Planning and Development is requesting City Council approval for Christopher Samaras, Community Development Director and Elizabeth Rawnsley, Community Development Coordinator to be allowed to travel on May 9, 2018 to Manchester, NH to attend the U.S Department of Housing and Urban Development CDBG National Objective and Eligibility Training. This course will provide an in depth overview on the types of activities that meet a National Objective for the CDBG program.

These expenses will be paid entirely out of grant funds from HUD (CDBG). No City funds will be used for this travel.

Sincerely,

Eileen M. Donoghue  
City Manager

EMD/ns

- cc: Diane Tradd, Assistant City Manager/DPD Director
- Christopher Samaras, Community Development Director
- Elizabeth Rawnsley, Community Development Coordinator