



Eileen M. Donoghue  
City Manager

June 21, 2018

Mayor William Samaras  
and  
Members of the City Council

Dear Mayor Samaras and Members of the City Council:

The Department of Planning and Development (DPD) is requesting approval for Katherine Moses, Energy Manager, and Todd Woekel, Construction Manager to attend the Department of Energy 2018 Energy Efficiency Summit. The conference takes place August 21-23, 2018 in Cleveland, Ohio. Attendance at this conference will provide the necessary tools to ensure the successful implementation of the City of Lowell's Energy Efficiency Program.

All expenses will be paid for with BetterBuildings Grant funds.

Sincerely,

Eileen M. Donoghue  
City Manager

EMD/ns

cc: Diane N. Tradd, Assistant City Manager/DPD Director  
Philip Ferreira, Housing and Energy Program Manager  
Katherine Moses, Energy Manager  
Todd Woekel, Construction Manager