

Eileen M. Donoghue
City Manager

July 5, 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 is seeking approval for Lowell Historic Board Administrator Stephen Stowell to attend the National Alliance of Preservation Commission's biennial conference being held in Des Moines, Iowa, July 18-22. By way of information, participation in this conference is important in terms of professional staff development and is specifically geared towards the needs of municipal preservation commissions like the Lowell Historic Board. The Administrator is also a past board member of NAPC and has previously written articles for their quarterly journal in addition to being involved in planning past conferences.

Approval for the following is being sought in to attend the conference with costs for the conference being borne by the Historic Board's fee account:

| | |
|--------------------------------|---------------|
| Registration | \$ 275 |
| Hotel | \$ 720 |
| Airfare (approximate) | \$ 510 |
| Per Diem (\$50 a day x 5 days) | <u>\$ 250</u> |
| TOTAL | \$1,755 |

Thank you for your attention in this matter. Should you require additional information, please do not hesitate to contact me.

Sincerely,



Eileen M. Donoghue
City Manager

EMD/ns

cc: Diane Tradd, Assistant City Manager/DPD Director
Richard Lockhart, Chair, Lowell Historic Board
Stephen Stowell, Lowell Historic Board Administrator

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CITY OF LOWELL
OFFICE OF THE CITY MANAGER

Date: July 3, 2018

To: Eileen Donoghue, City Manager

From: Kerran Vigroux, Director of Lowell Health and Human Services

Re: Permission for Colleen da Silva, RN, Public Health Nurse Manager, to attend “Highly Infectious Emerging Disease Week” at the Center for Domestic Preparedness in Anniston, Alabama

Colleen da Silva, RN, is requesting to attend “Highly Infectious Emerging Disease Week” at the Center for Domestic Preparedness in Anniston, Alabama, from August 27, 2018 – August 31, 2018. This trip will include three full class days, and two additional travel days on the days before and after the class.

Classes will include Subject Matter Expert discussions of best practices for managing and treating persons with a highly infectious disease. Students receive demonstrations and practical experience required to prevent provider and other patient contamination by managing events in a realistic healthcare setting to ensure best practices in barrier precautions and infection-control procedures.

There is no charge for any component of this trip. Flights, meals, lodging, classes, transfers, etc, are completely covered by the Center for Domestic Preparedness.

Thank you in advance for your assistance.

Kerran Vigroux

Director of Lowell Health and Human Services