



MASSHIRE
LOWELL CAREER CENTER

107 Merrimack Street • Lowell, MA 01852 978.458.2503

TO: Eileen Donoghue
City Manager

FROM: Shannon Norton, Executive Director *SN*
MassHire Lowell Career Center

DATE: February 7, 2019

SUBJECT: Out of State Travel Request

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I am respectfully requesting to send four staff members to the National Association of Workforce Development Professionals annual conference in San Antonio, TX from May 5th -May 8th. This conference provides workforce professionals a chance to attend workshops related to our field and network with peers from around the country. Professional Development is required under our main source of Federal Funds the Workforce Innovation and Opportunity Act.

One hundred percent of the expenses related to this trip will be reimbursed from the MassHire Lowell Career Center's grant appropriation. No City of Lowell generated tax dollars shall be used for the travel expenses related to this conference.

I have supplied a breakdown of the estimated costs below.

Purpose:	Annual Conference of Workforce Professionals
Registration:	\$575 each
Location:	San Antonio, TX
Dates of Travel:	May 5 – 8
Air Transportation:	\$450 per person
Hotel:	\$200 per day, per person
Per Diem:	\$50.00 per day X 4 days per person
Number of Persons:	Four

Please contact me with any questions or comments. Thank you for your consideration.

www.MassHireLowellCC.com

City of Lowell - Law Department

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Assistant City Solicitors

To: Eileen Donoghue
City Manager

From: Christine P. O'Connor
City Solicitor

Date: February 7, 2019

Re: Out of State Travel

The Law Department is requesting City Council approval for Christine P. O'Connor, City Solicitor, Adam LaGrassa, Assistant City Solicitor and Hannah Pappenheim, Assistant City Solicitor to be allowed to travel on February 14, 2019 to Atlanta, GA to attend a meeting with counsel for the City in the opioid lawsuit. These travel expenses will be paid for by Plaintiffs' counsel, representing the City and other municipalities in this lawsuit.

I have supplied a breakdown of costs below:

Meeting: Client Update Meeting
Location: Atlanta, GA
Date of Travel: February 14, 2019 – returning same day
Airline Cost: \$1,205.80 (three plane tickets) – no cost to the City
Car Rental/Gas/Toll/Transportation: no cost to the City
Number of people: 3

V:outofstatetravel/