



Yovani Baez-Rose
Assistant City Manager/DPD Director

Camilo Espitia
Deputy Director

TO: Thomas A. Golden, Jr., City Manager
FROM: Yovani Baez-Rose, Assistant City Manager/DPD Director
SUBJECT: Out of State Travel Request- Economic Development

I respectfully request your permission to allow the Director of Economic Development within the Department of Planning and Development to attend the Massachusetts Economic & Workforce Developers Fellowship Program February 4–5, 2026 in Manchester, NH.

The reimbursable Massachusetts Economic & Workforce Developers Fellowship Program aims to educate, train, activate and network the small business development ecosystem in the City of Lowell to support exit planning and employee ownership.

The Cooperative Development Institute, on behalf of the Northeast Transition Initiative (“NETI”) and its partners will provide a \$3,000 stipend and will cover or reimburse reasonable expenses for attending the in-person kickoff retreat (February 4–5, 2026 in Manchester, NH), including food, lodging, and travel.

The program covers all expenses for this trip, there are no costs to the City of Lowell.

CDI will provide a \$3,000 stipend and will cover or reimburse reasonable expenses for attending the in-person kickoff retreat, including food, lodging, and travel. A separate vote to apply, accept and expend funding for this program