

Date: July 9, 2018  
To: Eileen Donoghue, City Manager  
From: Kerran Vigroux, Director of Lowell Health and Human Service  
Re.: Permission to attend out of state workshop for:  
Michael Hall, MOAPC Coordinator, Lowell Health Department  
Lainnie Emond, Substance Abuse Coordinator, Lowell Health Department

Michael Hall and Lainnie Emond are requesting permission to attend the New England Institute of Addiction Studies (NEIAS) four-day training being offered in Waterville Valley, NH this August 27<sup>th</sup>-30<sup>th</sup>. Check-in is scheduled for August 26<sup>th</sup> as the conference starts promptly on the morning of August 27<sup>th</sup>. Attendance at this week of classes will not create a gap in services relative to the current duties of Michael and Lainnie. These classes will further develop Lainnie and Michael's skills in the substance abuse field as outlined in their respective grants (MOAPC-Massachusetts Opioid Abuse Prevention Collaborative; Prescription Drug Monitoring Program).

This training gives professionals in the substance abuse field the opportunity to study of an area of special interest, including topics such as relapse prevention, co-occurring mental health and substance abuse disorders, and strategies to engage difficult clients. This training includes advanced clinical and administrative skilled-based treatment in best practices and evidence-based practices treatment approaches, as well as a current and emerging best opioid treatment practices, clinical supervision and management training. The training will provide the latest practices and assist in building greater networking opportunities with other communities local to Lowell. Credits will also be earned towards Michael's Certified Prevention Specialist accreditation, which is part of the grant expectation.

Below are is the breakdown of costs for the training:

NEIAS Training: \$645.00 per person  
Mileage Reimbursement: \$160 per person  
Boarding Costs: \$730 per person  
Meal Compensation: \$256 per person  
**Total Cost: \$3,582**

Thank you in advance for your assistance,

Kerran Vigroux  
Director of Lowell Health and Human Services

Kerran Vigroux, BS, MPH  
Director of Health & Human Services  
978.674.1050

Date: July 13<sup>th</sup>, 2018  
To: Eileen Donoghue, City Manager  
From: Kerran Vigroux, Director of Lowell Health and Human Service  
Regarding: Permission to attend out of state workshop for:  
Lainnie Emond, Substance Abuse Coordinator, Lowell Health Department

Lainnie Emond is requesting permission to attend the three-day Comprehensive Opioid Abuse Program (COAP) National Meeting, entitled "From Crisis to Collaboration: Innovations to Address the National Opioid Epidemic". This conference is sponsored in part by the Bureau of Justice Assistance, the funding provider of the Prescription Drug Monitoring Program (PDMP) grant awarded to the Lowell Police Department; this grant currently funds Lainnie's position as Substance Abuse Coordinator. The COAP National Meeting is being held September 5<sup>th</sup>, 2018 to September 7<sup>th</sup>, 2018 in Washington, DC. Lainnie would utilize September 4<sup>th</sup>, 2018 as a travel day as the COAP National Meeting begins at 8:30am on September 5<sup>th</sup>, 2018; the COAP National Meeting concludes at 12:00pm on September 7<sup>th</sup>, at which time she would return home.

The COAP National Meeting will address topics relevant to Lainnie's work, which include current information on multidisciplinary data sharing, community based opioid interventions and prevention efforts, PDMP effectiveness, and data trends regarding opioid use disorder treatment. This conference will improve Lainnie's understanding of country-wide practices being used to address the opioid epidemic, and she will bring this knowledge back to Lowell to expand upon current opioid efforts.

The Lowell Police Department via the PDMP grant will cover expenses. Below is the breakdown of the total cost of the COAP National Meeting:

COAP National Meeting: Free to attend  
Hotel: \$199.00 + fees/tax (three nights = \$800, estimate including fees/tax)  
Airfare: \$350 (based on estimates from last year's conference)  
Mileage to/from Airport(Bos-DC-Bos): \$100  
Food Allowance: \$50/day (total of \$200)  
**Total Cost: # \$1,450**

Thank you in advance,  
Kerran Vigroux

Director of Lowell Health and Human Services

James Donison, P.E.  
Commissioner of Public Works

Date: July 17, 2018  
TO: Eileen Donoghue, City Manager  
FROM: Jim Donison, P.E., DPW Commissioner

Re: Out of State Travel

I respectfully request your permission for up to five city staff members to travel to Keene, NH to investigate roundabouts. DPW and DPD is investigating the potential for a round-about design at the end of the Lowell Connector at Gorham/Thorndike Streets. The trip to Keene will be valuable as it has seven roundabouts of various dimensions throughout the city including 3 on state highways. A city vehicle will be used so there not be any travel costs.

The trip is proposed in the second week of August 2018. Attendees will be myself, Joe Cady (DPW/Engineering), the new City Engineer (DPW), Natasha Vance (DPW/Transportation Engineer) and Chris Hayes (DPD/Transportation Planner). It is expected that this trip will be five hours including travel time.

I have supplied a breakdown of costs below.

**Training:** Visit 7 Roundabouts  
**Location:** Keene, NH  
**Dates to Travel:** Week of August 13, 201 (5 hrs including travel)  
**Hotel:** \$0  
**Conference Cost:** \$0  
**Airline Costs:** \$0  
**Per Diem:** \$0  
**Car Rental/Gas/Toll/Shuttle:** \$0 will use city vehicle  
**Number of people:** 5

Please feel free to contact me if you have any questions regarding this motion response.

Thank you

Jonathan C. Webb  
*Acting Superintendent*

Deborah Friedl  
*Deputy Superintendent*

Raymond Kelly Richardson  
*Deputy Superintendent*

To: Eileen Donoghue  
City Manager

From: Jonathan C. Webb  
Acting Superintendent of Police

Date: June 25, 2018

Re: Out of State Travel

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Ms. Manager, please review the following past travel request. I would appreciate your permission to reimburse one member of the Lowell Police Department who traveled out of state to conduct an ongoing homicide investigation. Due to quickly developing factors, timely notification was not possible.

Thank you for your time and consideration in this matter.

Location: Out of State, undisclosed location  
Dates of travel: Departure: June 19, 2018  
Return: June 20, 2018  
Reimbursement: \$1121.55 Total