

Date: April 3, 2018

To: Michael Geary, Interim City Manager

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

Re: Permission to attend New England Public Health Conference in Kennebunkport, Maine, for: Colleen da Silva, Public Health Nurse Manager, Mary Ellen McCarthy, Public Health Nurse, and Carol Moriarty, Public Health Nurse.

Colleen da Silva, Mary Ellen McCarthy, and Carol Moriarty are requesting to attend the New England Public Health Conference, offered June 14 and 15, 2018, at the Colony Hotel, 140 Ocean Avenue, Kennebunkport, ME. This trip will include two full conference days, and one travel evening on the night before the conference.

The focus of the conference is on capturing the emerging issues of community and public health. In attending this conference, the nurses will enhance their job-related knowledge and performance.

The costs are as follows (for three people):

\$1155	Registration
\$300	Round trip mileage
\$700	Hotel cost, including taxes
<u>\$445</u>	Per Diem
\$2600	Total Cost

Thank you in advance for your assistance.

Kerran Vigroux

Director of Lowell Health and Human Services