

George E. Pataki  
Governor



Judith A. Calogero  
Commissioner

**New York State Division of Housing and Community Renewal**

25 Beaver Street  
New York, NY 10004

**ALL HOUSING MANAGEMENT BUREAU MEMORANDUM #2004-C-02**

**To:** All Housing Companies in New York City

**From:** Jane I. Berrie, Director  
Housing Management Bureau

**Date:** February 25, 2004

**Subject:** Free Water Conservation Seminars for Building Managers

The unmonitored use of our water resources is costly to both our Housing Companies and to our communities. In an effort to promote water conservation and reduce operating costs, the New York City Department of Environmental Protection ( DEP ) and the New York City Department of Housing Preservation and Development ( HPD ) are co-sponsoring a series of **free seminars designed to provide managers of multiple dwellings with basic knowledge of water management.**

Each three-hour seminar covers the following topics:

- Basics of water/sewer billing ( flat-rate and metered billing )
- Transition to metered billing
- How to measure and account for water/sewer costs
- Toilets, showers, boilers, hot water heaters and other equipment
- Managing and accounting for water use

The Water Conservation Seminars will be held on the following dates:

<u>Date</u>	<u>Time</u>	<u>Location</u>
March 9, 2004	10 a.m.	100 Gold Street, Manhattan
March 17, 2004	6 p.m.	100 Gold Street, Manhattan
March 25, 2004	10 a.m.	105 Bruckner Blvd., Bronx
April 6, 2004	10 a.m.	100 Gold Street, Manhattan
April 14, 2004	6 p.m.	100 Gold Street, Manhattan
April 22, 2004	10 a.m.	105 Bruckner Blvd., Bronx

We urge our housing companies to participate in these seminars. Please call ( 212 ) 863-8830, or (212) 863-7023 to make reservations.

A handwritten signature in cursive script that reads "Jane I. Berrie".

Jane I. Berrie,  
Director