

George E. Pataki
Governor



Judith A. Carogio
Commissioner

New York State Division of Housing and Community Renewal

25 Beaver Street
New York, NY 10004

HOUSING MANAGEMENT BUREAU MEMORANDUM

To: New York Region Housing Companies / Housing Authorities
From: Jane I. Berrie, Director
Housing Management Bureau
Date: April 1, 2002
Subject: Water Conservation and Management Seminar

FYT
Collins
Hass
Baden
Hafeez
Guthrie
~~Carroll~~
Allen

Due to the Drought Emergency declared for New York City's Water Supply System, the New York State Division of Housing and Community Renewal (DHCR) and the New York City Department of Environmental Protection (DEP) will co-sponsor a water conservation seminar for housing company managing agents and site managers from New York City and the affected counties of Putnam, Orange, Westchester, and Ulster. We strongly suggest that someone in your organization in a fiscal decision-making capacity attend as several agenda items to be discussed could have a significant impact on your overall budget. Your superintendent should also attend.

The seminar will include a lecture on plumbing and heating systems and practical advice on how to save water as well as water/sewer billing issues. Please see attached agenda. There is no charge for the seminar.

The schedule of seminar offerings is provided below. Space available at each of these offerings is limited and will be allocated on a first-come, first-served basis. Please complete the attached form and fax it back to Elliot Ashrey at the number listed indicating your first, second, and third preferences. Please be sure to include your phone number.

Date	Location	Time
April 23, 2002	DHCR, 25 Beaver Street Fifth Floor	10:30-1:00 p.m.
April 30, 2002	DHCR, 25 Beaver Street Fifth Floor	10:30-1:00 p.m.
May 7, 2002	DHCR, 25 Beaver Street Fifth Floor	10:30-1:00 p.m.
May 14, 2002	DEP, 96-05 Horace Harding Expressway Queens (Corona)	10:30-1:00 p.m.
May 21, 2002	DEP, 96-05 Horace Harding Expressway Queens (Corona)	10:30-1:00 p.m.

If you should have any questions, please call your Housing Management Representative.