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CAMBRIDGE MA.

May 15, 1989

To: Office of the Municipal Clerk

Subject: Workshop on Water/Sewer
Ratemaking for Local Officials; Information and Directions

It would be appreciated if copies of the enclosed brochure could be distributed to the following local officials:

- Selectman and City Councilors
- Town Administrators
- Finance Directors, Comptrollers, Town Accountants
- Water and Sewer Superintendents and Commissioners
- Finance Committee members

Thank you for your cooperation.

KPMG Peat Marwick
under contract to the
Massachusetts Water Resources Authority
presents

WORKSHOPS
ON
WATER AND SEWER RATEMAKING
FOR LOCAL OFFICIALS

INFORMATION AND DIRECTIONS

Tuesday, May 23, 1989	7-10 pm	Bunker Hill Community College Boston, MA
Wednesday, May 24, 1989	7-10 pm	Curry College Milton, MA
Thursday, May 25, 1989	10 am-3 pm	Bunker Hill Community College Boston, MA

MASSACHUSETTS WATER RESOURCES AUTHORITY

WORKSHOPS ON WATER AND SEWER RATEMAKING FOR LOCAL OFFICIALS

These workshops are part of a technical assistance program for local officials who are involved in setting rates for water and sewer services. The workshops will provide advice and guidance on a variety of financial and management issues related to water and sewer operations. They will answer such important questions as:

- How to determine total water and sewer costs
- How to budget and account for water/sewer revenues and expenditures
- How to design a conservation-based rate structure
- How to implement rate changes

In addition, discussions of computerized billing systems, drought management practices and effective public information programs will be led by state and local officials and consultants with direct, practical experience in each of these tasks.

The topics listed on the attached pages will be presented on all three days of the workshops at the approximate times shown. Two topics will be presented at different locations each hour. Time will be provided in each session for questions to the panelists. Also, all participants will receive a copy of the MWRA's guidebook for local officials on municipal water and sewer ratemaking, which will be utilized in the workshops.

Please note the locations and dates for each of the three workshops. Directions to Bunker Hill Community College and Curry College are enclosed in this package. Bunker Hill Community College strongly encourages the use of public transportation to the campus. Parking is limited at the Bunker Hill campus.

LIST OF TOPICS

"The Pro's and Con's of Enterprise Funds"

The workshop will include an in-depth presentation on how to budget and account for water and sewer operations as provided in the Massachusetts General Laws. Fixed asset accounting and depreciation regulations will be explained, as well as how to properly report water and sewer revenues on the community's tax recap sheet regardless of fund accounting treatment.

"Saving Water but Losing Money"

How do local conservation programs which reduce water consumption affect local water and sewer revenue? You will leave this workshop knowing how to estimate revenue shortfalls and how to minimize the impact of conservation on annual water/sewer budgets.

"Tightening up the Business Side of Water/Sewer Operations"

Water meters and billing systems are the "cash registers" of municipal water and sewer operations. Alternative meter testing and reading practices will be examined, and the essential components of a good retail billing and management information system will be reviewed. How to improve the timely collection of water and sewer bills will be discussed.

"How to make the Case for Increased Water and Sewer Rates"

Convincing the public of the need to increase retail water and sewer charges is a difficult task under any circumstances. What kind of information should be presented, and how, is the topic of this workshop. Effective public education programs, media coverage, and public hearing presentations can all help local officials deal with the "politics" of water and sewer rates. These issues will be discussed in detail by officials who have gone through the process.

"How to Compute Local Water and Sewer Rates"

To recover the full costs of water and sewer services through user charges, these costs must be properly identified, allocated and projected at least one year in advance. This workshop discusses the "how to's" of conducting a rate study, and the pitfalls to be avoided in computing alternative rate structures for water and sewer services. How to measure the impact of alternative rates on revenues and on different classes of users will be explored.

"What is the Best Rate Structure for my Community and how do I Implement it?"

There are a variety of rate structures that can be established to recover local water/sewer costs: flat rate, ascending block, seasonal and others. Each has a different revenue impact and each sends different pricing "signals" to users. This workshop will discuss the different rate structures that may be utilized, and the factors that should be considered by a community in selecting the most appropriate one. The practical steps necessary to implement new rate structures with minimum pain will be discussed.

* * * * *

If you plan to attend these very informative workshops, please RSVP to Ms. Tina Tyminski at (617) 241-6058.

WORKSHOP AGENDA AND TIMES

	Tuesday <u>May 23</u>	Wednesday <u>May 24</u>	Thursday <u>May 25</u>
	<u>Bunker Hill Community College</u>	<u>Curry College</u>	<u>Bunker Hill Community College</u>
<u>WELCOME AND INTRODUCTION</u>	7 PM (Room C-202)	7 PM (Drapkin Center)	10 AM (Room C-202)
<u>WORKSHOPS</u>			
"How to Compute Local Water and Sewer Rates"	7:15 PM	7:15 PM	10:30 AM
"How to Make the Case for Increased Water and Sewer Rates"	7:15 PM	7:15 PM	10:30 AM
			12 - 1 PM LUNCH
"The Pro's and Con's of Enterprise Funds"	8 PM	8 PM	1 PM
"What is the Best Rate Structure for My Community and How Do I Implement It?"	8 PM	8 PM	1 PM
"Saving Water But Losing Money"	9 PM	9 PM	2 PM
"Tightening up the Business Side of Water/Sewer Operations"	9 PM	9 PM	2 PM

NOTE: Each workshop topic will be discussed each day, with two workshops running simultaneously. Participants are invited to attend any workshop of interest to them on any of the three days.

**DIRECTIONS TO
BUNKER HILL COMMUNITY COLLEGE
NEW RUTHERFORD AVENUE
BOSTON (CHARLESTOWN DISTRICT), MASSACHUSETTS**

VIA PUBLIC TRANSPORTATION

Take any bus or trolley that connects to any MBTA Rapid Transit subway station (NOTE: There are MBTA subway stations adjacent to Back Bay, South Station and North Station Commuter railroad terminals and at Logan Airport). Follow the Rapid Transit System maps posted in each station to the Forest Hills-Oak Grove ("Orange") Line. Take an "Orange" Line train to Community College Station. The front doors of BHCC are 100 steps from the station exit.

FROM THE WEST

VIA I-95 (ROUTE 128) NORTH OR SOUTH & I-93

Follow I-95/128 to Exit 37 South ("Rte. I-93 South - Boston"). Follow I-93 South to Exit 28 (formerly Exit 3). Take exit and follow ramp directions for "Sullivan Square-Charlestown." Then take next ramp marked "Boston." Hood Milk will be on the right as you come off the ramp. Pass one street on right. Entrance to BHCC is in the middle of the next block.

VIA ROUTE 2 & MEMORIAL DRIVE

Follow Route 2 East to signs for Cambridge and Memorial Drive. Follow Memorial Drive East along the Charles River past Harvard. Then ...

VIA I-90 (MASS TURNPIKE)

Follow I-90 East to Exit 18 ("Allston-Cambridge"). After toll plaza, take ramp marked "Cambridge-Somerville". At traffic light, go straight across intersection and over bridge. At next traffic lights (end of bridge), turn right onto Memorial Drive. Then ...

... take underpass marked "Memorial Drive East." Continue past MIT, bearing right, and follow road along water's edge marked "Expressways N & S - Charlestown." Continue on this road through underpass, past the Royal Sonesta Hotel and straight across major intersection (traffic lights) onto the Gilmore (Prison Point) Bridge. At the end of the bridge, turn left onto New Rutherford Avenue. Bear right past and beyond both the down-ramp marked "Everett-Malden" and the up-ramp marked "Somerville-Medford." Take the first left after and under "Somerville-Medford" ramp. Turn left again. Hood Milk will be on the right. Pass one street on right. Entrance to BHCC is in the middle of the next block.

FROM THE SOUTH

VIA ROUTE 3 NORTH & SOUTHEAST EXPRESSWAY (I-93 NORTH)

Follow Expressway through South Station area and onto Central Artery. Pass exits for Haymarket Square and Logan Airport. Take Exit 25 ("Causeway Street/North Station"). At the bottom of the exit ramp, turn right onto Causeway Street. Stay on the left side and turn left at the first major intersection onto North Washington Street. Follow North Washington Street across the Charlestown bridge and into the City Square rotary. Two-thirds around rotary turn right onto New Rutherford Avenue. Then ...

FROM THE NORTH & NORTHEAST

VIA TOBIN (MYSTIC RIVER) BRIDGE - Also see Alternate Route on reverse

Take exit marked "Charlestown." At bottom of exit ramp, cross intersection and follow Henley Street to end. Turn left onto Main Street which leads into the City Square rotary. One quarter of the way around the rotary, turn right onto New Rutherford Avenue. Then ...

... take underpass and bear right. Follow New Rutherford past and beyond both the down-ramp marked "Everett-Malden" and the up-ramp marked "Somerville-Medford." Take the first left after and under "Somerville-Medford" ramp. Turn left again. Hood Milk will be on the right. Pass one street on right. Entrance to BHCC is in the middle of the next block.

**FOR OTHER DIRECTIONS OR OTHER INFORMATION, CALL (617) 241-8600
IMPORTANT PARKING AND ALTERNATE ROUTES INFORMATION FOR VISITORS
SEE OTHER SIDE**

**BUNKER HILL COMMUNITY COLLEGE
NEW RUTHERFORD AVENUE
BOSTON (CHARLESTOWN DISTRICT), MASSACHUSETTS**

PARKING INFORMATION FOR VISITORS

Upon entering the College grounds, all delivery vehicles should bear right to the Delivery Dock area. All other visitor vehicles should bear left and proceed to the covered lower lobby entrance. Vehicles may be momentarily parked, curbside, at this entrance area while the occupant secures a Temporary Parking Permit from the 24-hour Security Guard posted inside the door. **Important - please read the directions and information presented on the back of the Temporary Parking Permit.**

Space available for parking is severely limited. We strongly urge your use of public transportation. Parking spaces on the campus roadway, in the lots adjacent to Building B and across from Building E and beneath the Gilmore (Prison Point) Bridge are posted with signs reading "Parking for Orange BHCC Permits Only" or "Reserved Parking." These spaces are restricted for use by faculty, staff, official visitors with Parking Permits and certain handicapped students only. Parking Permits are required for the use of these spaces between 7:00 a.m. and 5:00 p.m., Mondays through Fridays. "Visitor Parking Only" spaces in the lot adjacent to Building B may be occupied, without a permit, only for the time period indicated on the sign posted at each such space. Vehicles without orange permits or those overstaying the limit in a visitor space will be ticketed.

Permits are also issued for the graveled Student Parking Lot located on the opposite side of the Gilmore (Prison Point) Bridge from the College. Permanent or Temporary Parking Permit holders may also use these areas. Vehicles without BHCC Parking permits which are parked in the Student Lot between 7:00 a.m. and 4:00 p.m., Mondays through Fridays, will be ticketed.

Handicapped persons should contact the College Health Service (Room B-137C or telephone 241-8600, Extension 273) for information about securing a special area parking permit. This must be done before parking in the special "Handicapped Permit Parking Only" spaces. Possession of HP plates on a vehicle does not entitle one to park in a BHCC "Handicapped Permit Parking Only" space. A specific BHCC Handicapped Parking Permit is required.

Tickets issued for parking violations have the same legal force as those issued by municipal and other police. There are no "warning notices" issued. All violations are ticketed (or towed, if applicable) from the first offense.

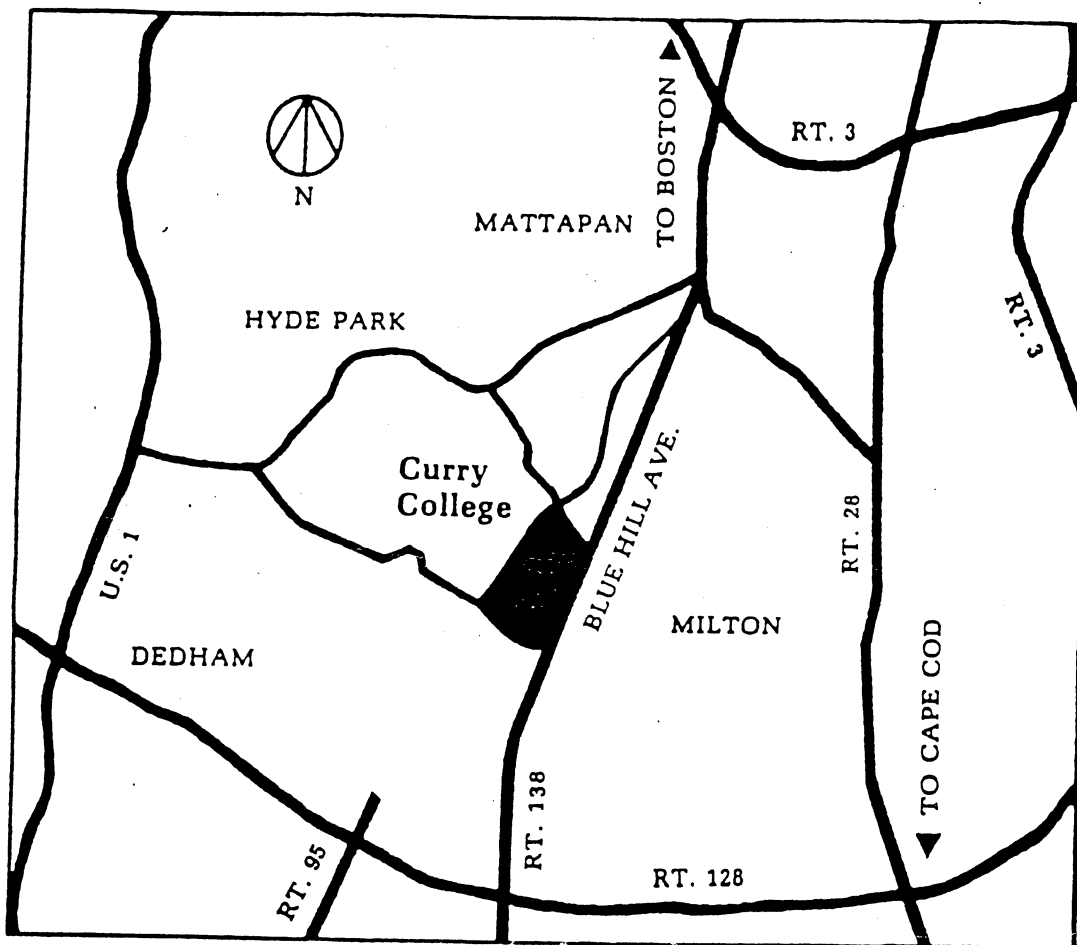
ALTERNATE ROUTES DURING CONSTRUCTION

The I-93/City Square/Tobin (Mystic River) Bridge complex of routes and interchanges will be the subject of major construction activity through 1991. The directions and routes indicated on the reverse of this page may be modified from time-to-time as various construction phases are initiated. It is expected that there will be adequate detour and re-routing signs erected as necessary. In general, follow signs that lead to "Charlestown," "City Square," "New Rutherford Avenue" and "Gilmore (Prison Point) Bridge," then pick up the appropriate landmarks to follow the final directions listed on the reverse.

**ALTERNATE ROUTE FROM THE NORTH & NORTHEAST TO AVOID THE
TOBIN (MYSTIC RIVER) BRIDGE
VIA ROUTE 1 SOUTH & ROUTE 1A SOUTH**

From Route 1A South at Bell Circle in Revere or from Route 1 South in the Revere-Chelsea area approaching the Tobin Bridge, follow signs for "Route 16 West - Everett/Boston." Follow Route 16 West (Revere Beach Parkway) past Everett Memorial Stadium to Route 99 South. Follow Route 99 South (Broadway/Alford Street) past the Boston Edison Plant and the MBTA garage & maintenance facility. Leave Route 99 South as it bears left. Continue straight to the traffic light (Sullivan Square) and turn left onto New Rutherford Avenue. Pass Hood Milk and one street on the right. Entrance to BHCC is in the middle of the next block.

OTHER DIRECTIONS TO BUNKER HILL COMMUNITY COLLEGE - SEE OTHER SIDE



HOW TO REACH CURRY COLLEGE

By automobile, the College may be most readily reached by taking Exit 64N off Route 128 in Canton, Massachusetts onto Route 138 northward.

To reach Exit 64N from Boston, drive south on the Southeast Expressway (Route 3) to Route 128, then north on Route 128 to Exit 64N (Route 138).

To reach Exit 64N from Interstate Route 95 or the Massachusetts Turnpike, turn southward at the intersection of Route 95 or of the Massachusetts Turnpike with Route 128.

After turning north at Exit 64N, travel approximately two miles north on Route 138 (Blue Hill Avenue) to the College's main gate, which is located at 1071 Blue Hill Avenue.

By Public Transportation from Boston, take the subway from Park Street Station to Ashmont Station; take the trolley from Ashmont Station to Mattapan Station, and then board:

The Canton-Hudson Bus Line bus labelled "Canton;" it stops in front of the main entrance to the Curry campus.

Schedule: Canton to Mattapan - every hour - leaves Cobbs Corner (in Canton) on the half hour from 6:30am to 9:30am and then 12:30pm to 5:30pm.

Mattapan to Canton - every hour on the hour - leaving Mattapan from 7:00am to 10:00am and then 1:00pm to 6:00pm

NORTH CAMPUS

Joseph Hall	1-N
President's Home	2-N
900 Brush Hill Road	3-N
Dean of Student Life's Home	4-N
Scholars Hall	5-N
Mayflower	6-N
Lombard Hall	7-N
State House	8-N
Faculty Office Building	9-N
Student Service Center	10-N
Radio Station (WMLN-FM)	11-N
Hafer Academic Center	12-N
Levin Memorial Library	13-N
Science Building	14-N
North Hall	15-N
Miller Gymnasium	16-N
Forbes Will Athletic Field	17-N
Green House	18-N
Tennis Courts	19-N
Swimming Pool	20-N



NORTH CAMPUS

SOUTH CAMPUS

SOUTH CAMPUS

Business & Academic Dean's Office	1-S
Admissions & Financial Aid Office	2-S
Alumni Relations Office	3-S
Development & Public Relations	3-S
President's Office	4-S
Drapkin Student Center	5-S
Tennis Courts	6-S
Maintenance Department	7-S
Kennedy Academic Center (South)	8-S
Cottage	9-S
Main House/Learning Center	10-S
Milton Hall	11-S
Student Activity Building	12-S
Residence Hall "156 House"	13-S
Gate House	14-S
Tennis Courts	15-S

CURRY COLLEGE
MILTON, MASSACHUSETTS

KPMG Peat Marwick

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Thank you for your cooperation.

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S-397

Comm. from KPMG Peat Marwick, transmitting a brochure entitled "Workshops on Water & Sewer Ratemaking for Local Officials" to be held on Tuesday, May 23rd through Thursday, May 25th, 1989 at various times & locations.

In City Council,

May 22, 1989

5-22-89

Placed on File. Copy
to All Councilors.

(copies sent to all All Councilors on
6/2/89 - via their packages)