



**Lynnfield Center Water District  
Rate Setting Advisory Committee  
October 7, 2019 at 2:30 P.M.  
83 Phillips Road**

1. Mission, Goals and Objective of Committee (Commissioner Youngren)
  2. Review of Existing Conditions ... (LCWD)
    - a. Rate Structure
    - b. Review of Current Billing Cycle
    - c. Review of Current Billing Cycle Process: reading, downloading, creation and mailing of bills
    - d. How does District Collect Revenue
      - i. Existing Financial Conditions
  3. Identifying Budget Components that go into a Rate? ... (Superintendent Scenna)
    - a. Salary & Benefits
    - b. Debt
    - c. Contractual Expenditures
    - d. Material, Equipment and Supplies
  4. Follow Up from previous Meeting
    - a. Proposed Quarterly Billing Cycle
    - b. Proposed Discount Programs
      - i. Senior Discount Program
      - ii. Incentive for Wells (to support lower summer demand)
    - c. Where do average bills in LCWD stand in comparison to other communities?
    - d. Update on Outside Consultant
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