

Gilsenan, Michael

To: Callahan.Kathy@epa.gov; Avaltroni, Robert; Radhakrishnan, Krish; Laposta.Dore@epa.gov
Subject: Draft letter

Kathy,

We have started to draft the letter we spoke about at last night's meeting and will incorporate HVACs. In this manner, we will reach the total population of building owners who need to make a decision. With this in mind, could you also produce a list of building owners who would fall into this category (I believe that number was 72). The list we envision would have three elements:

- 1) Buildings with common spaces only
- 2) Buildings with HVACs only
- 3) Buildings with common spaces and HVACs

FYI, we have had contact with some air monitors regarding payment issues and have told them all invoices that we received have been processed, so if you have any invoices ready to be processed, please send them to us.

Also, we mentioned to these contractors that EPA would be calling them to schedule a meeting for Monday, February 3, to discuss a variety of issues. Please advise me of the time as soon as you know so that I can let DEP staff know.

Thanks,

Mike