

VIA FAX**To: Distribution**

From: Ernie Schirmer, Sr. Associate 417 Fifth Avenue
Shen Milsom & Wilke New York, NY 10016
Phone: 212-725-6800 **FAX:** 212-725-0864
Email: eschirmer@smwinc.com

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Subject: Confirmation of NYC OEM A/E team technology coordination

Joe Allotta (Architect)
SHCA
212-219-0059

Sal Lifrieri (Security)
NYC OEM
212-374-5500

Josep Dominguez
Dept. Of Citywide Admin. Serv.
212-669-3640

David Litvin (Data Network)
NYC OEM
212-442-8890

Steve Harte
Motorola (Radio)
201-447-7800

Robert Melaniff (Telephony & Cabling)
DoITT
212-788-2331

Val Lemeshev
Cosentini (MEP)
212-615-3700

Patrick Ronan
NYC OEM
212-442-8890

REMINDER

To facilitate the coordination of the design details of the OEM facility it was agreed to hold a weekly technical coordination meeting at 8:30 AM every Tuesday morning in OEM's offices on the 20th floor of 100 Church Street.

A representative from each of the firms, organizations and agencies listed above should attend to answer questions and make decisions in their area of specialization.