

TO: James H. Buccigross, TransCapacity
FROM: Dolores Chezar, KeySpan Energy
RE: December 15 and 16 GISB Meetings
Date: December 3, 1998

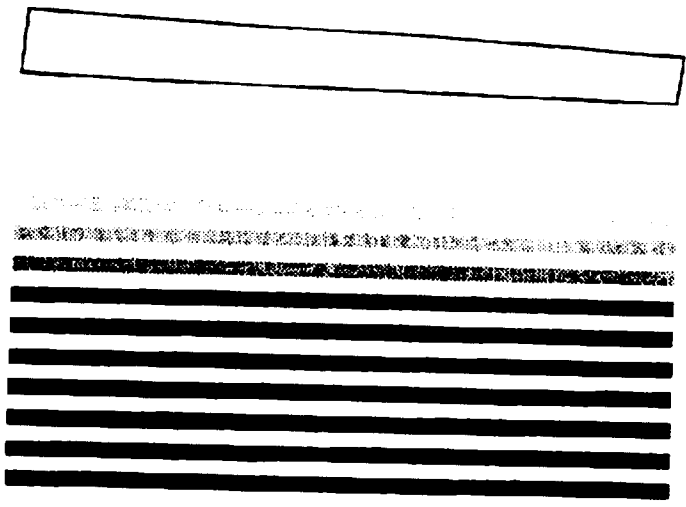
I have reserved conference rooms for December 15 and 16, 1998. Our address is:

KeySpan Energy (Brooklyn Union)
One MetroTech Center
Brooklyn, New York 11201

The entrance to the building is on Jay Street, across from the Marriott Hotel. Attendees should take the escalator to the main floor and will have to check in with the guard on duty. If you have a list of possible attendees it will speed up the process. The attached pages provide information on how to get to MetroTech. We are located in Brooklyn Heights-- right over the Brooklyn Bridge from Manhattan. There are several subways located nearby, with the closest being the A, C and F trains.

On December 15 you will have Conference Room 22-24 which is located on the 22 floor and on the 16 you will have Conference Room 21-25. Breakfast and lunch will be provided on both days. I will not be in the office on the 15 and 16, however, Ruth Sullivan, who is in charge of the IT requirements for my area will host the meeting. My secretary, Nancy Nieves (718- 403- 2705) will take care of the meeting arrangements and anything else you might require.

Call Nancy or me if you need additional information.



Directions to MetroTech

Public Transportation

Subway:

The A, F and C IND trains stop at Jay Street.
 The numbers 2, 3, 4 and 5 IRT trains stop at Borough Hall.
 The M, N and R BMT all stop at Lawrence Street.

Buses:

The numbers 25, 26, 38, 41, 52, 54 and 67 all stop within a reasonable distance from the MetroTech area.

Via BQE Westbound:

Exit Tillary Street and proceed to Jay Street. Turn left on Jay and proceed one and a half blocks to One MetroTech.

Via BQE Eastbound:

Exit Tillary Street and proceed to Jay Street. Turn left on Jay and proceed one and a half blocks to One MetroTech.

Via Manhattan Bridge:

Exit Flatbush Avenue and take to Tillary Street. Turn right on Tillary and then left on Jay Street. Proceed to One MetroTech.

Via Brooklyn Bridge

Exit Adams Street and proceed to Tillary Street. Turn left on Tillary and then right on Jay Street. Proceed to One MetroTech.

Parking:

The Edison parking garage is located on the C1 level of MetroTech. The entrance is accessible from Lawrence Street. Parking is also available in the Edison garage in the SIAC building. There are also several other parking facilities along Jay Street.

Also at Marriott Hotel on Jay Street.



S = Subway Entrance