

# Silverbrook Elderly Housing Liaison Committee

## Town of Orange

### Meeting Minutes February 13, 2025

Meeting called to Order at 12:41pm.

**Attendees:** Fred Palmer, Sharon Ewen, Joy Habib, Dennis Marsh. EHM: Kelly McDermott, CEO, Lynn Griffis, Senior Property Manager, Tayla Morris, Griffis's Assistant, Jamie Fields, Supervising Residential Services Coordinator, Lamischa Dunston, Residential Services Coordinator, Tito, Maintenance.

The staff now consists of: Lynn Griffis, Senior Property Manager onsite 1-2 days a week, Tayla Morris, Assistant Property Manager onsite 5 days a week, Lamischa Dunston, Residential Services Coordinator onsite 5 days a week, Kelly McDermott onsite 1-2 times monthly, Jaime Fields onsite 3-4 times monthly. Office closed on 2/17/25 in observation on President's Day.

**Review of December's Minutes:** Motion to approve January minutes (Ewen/Palmer) approved

#### **Administrators Report:**

- Reviewed Financial Report
- Discussed Bi-weekly monthly resident's meeting. Will continue to be bi-weekly until spring then will return to a monthly meeting
- Residential Survey went out on 2/3/25 with a deadline of 2/17/25.
- Discussed solar lights have been installed along the back entrance walkway. Additional lights will be added to the Gazebo.
- Discussed Capital Needs Assessment which mentioned the building's roof is at the end of its life and changing out light fixtures and shower heads with energy and water saving products.
- Tito, maintenance from the New Haven EHM properties discussed Boiler control panels and AC coil. He explained that it is cost effective to purchase coils as the expected life of the ac warrants the purchase.
- Lynn Griffis requested the allocation of \$28,800 to pay CTC the \$18,800 owed for work done on the boilers including the control panels, and \$10,000 to EEI for AC coils that are in the possession of EEI for the Silverbrook AC units.
- Motion made (Marsh/Ewen) to allocate \$28,800: \$18,800 for CTC and \$10,000 for EEI. Motion passed.
- Kelly McDermott, CEO EHM discuss the process in applying for a State of CT grant to cover cost associated with the Capital Needs Assessment
- Discussed no hot water this morning because the boiler was out. The plumber was onsite making repairs.

#### **Resident Services Coordinator Report:**

- Discussed robo call system that should be up and running 2/28/25 cost \$265 a year

#### **Committee Report:** No report

#### **Other Business:** No report

#### **New Business:** No report

Meeting adjourned at 1:33pm. (Ewen/Habib) approved

The next meeting will be held on March 13, 2025

Submitted by: Dennis Marsh, Recording Secretary