

Silverbrook Elderly Housing Liaison Committee Town of Orange

Executive Session Meeting Minutes December 2, 2025

Silverbrook Elderly Housing Liaison Committee went into Executive Session at 2:05pm on Dec. 2, 2025:

Attendees: Fred Palmer, Skip Clark, Joy Habib, Stacey Johnson, Dennis Marsh,
Guest: Robert Briton, Orange Town Engineer

- Discussed next meeting will be January 8, 2026
- The Town owns Silverbrook Congregate Housing property. Elderly Housing Management (EHM) is contracted by the town to manage the property.
- November 25, 2025, EHM email from Sophia Rosa, Grant Manager stated she would write the grant for no additional fees.
- Discussed Community Development Block Grant (CDBG) and State Sponsored Housing Improvement Program (SSHIP) Priority Grant.
- When Sue Mauro was the Program Manager she had hired a grant writer for the 2013 CDBG exterior renovations. She was able to write the Priority Grant herself.
- A 11/26/25 Environmental Engineer (EEI) work order was distributed for review which discusses that although the circulator pump is working it will need to be replaced. When it is replaced, the boiler will need to be drained. The pump to be installed is at Silverbrook.
- Bob Briton discussed the a/c unit, the boiler system, and control panels. The a/c seems to be working fine but there appears to be a problem with the control panels. CTC got a call for no heat but refused to come out because they had not been for several invoices.
- There seems to be a conflict between CTC and Environmental Engineering (EEI) regarding responsibilities regarding the complex interrelated computer system. EEI said the system is working so it is a control issue. CTC to check the control system.
- Commission wants CTC and EEI invited to the next meeting to address this issue. The Commission wants to know the next step and to have a clear path to address this problem. Stacey Johnson will email EHM to invite the 2 companies.
- Orange appears to be the only property EHM manages but does not own. The property manager's role is to collect rent, pay the bills, and manage routine maintenance. The property manager is responsible for identifying the problem and the plan of action. The property manager is expected to call vendors and fix identified problems.
- The First Selectman has received several phone calls in the last two years because there is no a/c. What needs to be addressed?

Meeting exited Executive Session and adjourned at 3:00pm (Marsh/Clark).

The next meeting will be held on January 8, 2026

Submitted by: Dennis Marsh, Recording Secretary