

**WINDSOR LOCKS HOUSING AUTHORITY  
SOUTHWEST BOARD ROOM  
120 SOUTHWEST AVENUE  
WINDSOR LOCKS, CT 06096**

**REGULAR MEETING MINUTES  
MONDAY, NOVEMBER 24, 2025**

**MEMBERS PRESENT:** Steve Bushnik, Giselle Rivera-Susaya, Cindy Cooper

**MEMBERS ABSENT:** None

**ALSO PRESENT:** Maria DeMarco (President, DeMarco Management Group),  
Darlene West (Director of Housing)

**CALL TO ORDER:** Steve Bushnik called the meeting to order at 5:04 PM at the Windsor Locks Housing Authority, Southwest Board Room.

**PUBLIC COMMENT:** *Alice Matthews, 22 Grove* – Expressed gratitude for the opportunity to live at Grove Street. Noted that she has applied to be a Tenant Commissioner.

Cindy Cooper made a motion to “**Add new item to New Business, Item K – Calendar of Meetings**”. Giselle Rivera-Susaya seconded the motion. Without further discussion the motion passed with 3 in favor and 0 opposed.

**ADOPTION OF MINUTES:** Giselle Rivera-Susaya made a motion to “**approve the August 25, 2025, meeting minutes**”. Motion was seconded by Cindy Cooper. Without further discussion the motion passed with 2 in favor, 1 abstention and 0 opposed.

**CORRESPONDENCE:** Darlene West noted that correspondence was previously received about the minimum requirement for vacancies being out of compliance. This issue has since been received.

**ACCOUNTS PAYABLE:** Darlene West noted that there is no fee accountant. They are working on hiring the auditor, Jason Geel (Geel & Associates), as the fee accountant and they will hire a new auditor.

**EXECUTIVE REPORT:**

- a. **Financial Statements:** Darlene West shared that there has been an issue with tenant delinquencies which is being worked on. There are a few tenants who will be evicted soon due to not paying their rent.
- b. **Vacancy Report:** Darlene West shared that there is one vacancy at Chestnut. There is also someone who lives at Chestnut that is over housed and needs to move to a one bedroom. At this

time, she is not responding, which can lead to further measures being taken. There are four vacancies at Southwest due to residents moving on.

- c. **General Information:** Darlene West shared that there has been an issue with tenant delinquencies which are being worked on. There are a few tenants who will be evicted soon due to not paying their rent.

Work orders are all up to date. The equipment is ready for winter weather. It was discussed that the housing authority will hire a part-time, day of storm, employee.

Maria DeMarco shared that there may be money coming available through the state in the spring that Housing Authorities will receive grants to build 25 units if built on land already owned by the authority.

**CHAIRMAN'S REPORT:** Steve Bushnik welcomed new commissioner, Cindy Cooper.

**TENANT COMMISSIONER REPORT:** No update until election.

**OLD BUSINESS:** None

**NEW BUSINESS:**

- a. **New Building Planning:** Darlene West shared that the old Senior Center was offered back to the Housing Authority after the new Senior Center was opened. Darlene West has had contractors come out and review the property. It was discussed whether to lease the property to a daycare and have them sign a Memorandum of Understanding.
- b. **SEMAP Rating:** Darlene West shared that the recent SEMAP review showed that the Windsor Locks Housing Authority received the High Performer rating.
- c. **Tenant Commissioner Election:** Two people have applied for the tenant commission position. Darlene West will reach out to the League of Women Voters to run the election.
- d. **2026 Rent Increase:** Darlene West updated that rents could increase by \$50 or 5%, whichever greater per the state.

Cindy Cooper made a motion to “**increase rents by \$50 or 5%, whichever greater, upon lease renewal, effective February 2026**”. Giselle Rivera-Susaya seconded the motion. Without further discussion the motion passed with 3 in favor and 0 opposed.

- e. **Solar Expansion with Battery Back Up:** Darlene West has been moving with Green Bank, and they will be adding solar carports to the Southwest property. It will provide a generator back-up for the property as well.

- f. **Grove Street Beautification Project:** Darlene West updated that the process is underway. The carpets, flooring and painting are being completed ahead of schedule. It is estimated that the project will be completed by the end of 2025.
- g. **GoNetSpeed for Tenants:** Darlene West shared that tenants voted against the service.
- h. **Utility Allowance/Rent Reasonable Numbers for 2026:** Darlene West shared the new utility allowances for 2026 granted by HUD at units which the residents pay their utilities.

Giselle Rivera-Susaya made a motion to “**approve the rent utility allowance for 2026**”. Cindy Cooper seconded the motion. Without further discussion the motion passed with 3 in favor and 0 opposed.

- i. **41 Oak Street:** Discussed previously in meeting.
- j. **Fee Accountant:** Discussed previously in meeting.
- k. **2026 Calendar of Meetings:** The calendar of meetings for 2026 was shared with commissioners.

Cindy Cooper made a motion to “**approve the Calendar of Meetings for 2026**”. Giselle Rivera-Susaya seconded the motion. Without further discussion the motion passed with 3 in favor and 0 opposed.

**PUBLIC COMMENT:** *Deadre Bell, 22 Grove* – Came to learn more about the Housing Authority. Expressed gratitude for the updates to the property.

*Alice Matthews, 22 Grove* – Noted that she has applied to be a Tenant Commissioner.

**ITEMS FOR FUTURE AGENDA:** None discussed at the meeting.

**EXECUTIVE SESSION:** No need for Executive Session.

**ADJOURNMENT:** At 5:48 PM, Cindy Cooper made a motion “**to adjourn**”. Motion was seconded by Giselle Rivera-Susaya. Without further discussion the motion passed with 3 in favor and 0 opposed.

Respectively Submitted,  
Emily Kalenauskas  
Recording Secretary