

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

**SPECIAL MEETING MINUTES
TUESDAY, JANUARY 6, 2026**

MEMBERS PRESENT: Steve Bushnik, Giselle Rivera-Susaya

MEMBERS ABSENT: None

ALSO PRESENT: Darlene West (Director of Housing)

CALL TO ORDER: Steve Bushnik called the meeting to order at 5:00 PM at the Windsor Locks Housing Authority, Southwest Board Room.

PUBLIC COMMENT: None

ADOPTION OF MINUTES: Darlene West noted that on page one, it should say rectified instead of received under Accounts Payable. Giselle Rivera-Susaya made a motion to “**approve the November 24, 2025, meeting minutes**”. Motion was seconded by Steve Busnik. Without further discussion the motion passed with 2 in favor and 0 opposed.

CORRESPONDENCE: Correspondence received was a resignation letter from Cindy Cooper because she has been elected to a town position.

ACCOUNTS PAYABLE: Darlene West noted that there is a new accounting person. After meeting, the numbers are not correct, so they are in process of being fixed.

EXECUTIVE REPORT:

- a. **Financial Statements:** No update.
- b. **Vacancy Report:** Darlene West shared that there are four vacancies at Southwest, one vacancy at Chestnut and seven vacancies at Oak Grove. There are a few transfers and pending applications for all properties. There are two evictions pending at Oak Grove and one at Chestnut. The waitlist is open for Southwest but closed for Chestnut and Oak Grove.
- c. **General Information:** Darlene West shared the work order report, noting how many are in process, how many are incomplete and completed since September. She also shared the delinquency/outstanding report with commissioners. Discussion occurred on the condition of some units after tenants move out and the work it has taken to resolve the issues.

CHAIRMAN'S REPORT: Steve Bushnik noted that David Nolan is interested in rejoining the board. There is also another person, Paul Reidi, interested in joining the commission. There will be a tenant commissioner election as well which should bring the board numbers up.

TENANT COMMISSIONER REPORT: No update until election.

OLD BUSINESS: None

NEW BUSINESS: None

PUBLIC COMMENT: None

ITEMS FOR FUTURE AGENDA: None

EXECUTIVE SESSION: Giselle Rivera-Susaya made a motion to “**enter Executive Session**”. Motion was seconded by Steve Bushnik. Without further discussion the motion passed with 2 in favor and 0 opposed. The committee entered Executive Session at 5:20 PM.

Housing Authority moved to the Executive Session to discuss the following topics:

a. Building Finance

Giselle Rivera-Susaya made a motion to “**adjourn Executive Session**”. Motion was seconded by Steve Bushnik. Without further discussion the motion passed with 2 in favor and 0 opposed. At 5:43 PM Executive Session adjourned.

ADJOURNMENT: At 5:43 PM, Giselle Rivera-Susaya made a motion “**to adjourn**”. Motion was seconded by Steve Bushnik. Without further discussion the motion passed with 2 in favor and 0 opposed.

Respectively Submitted,
Emily Kalenauskas
Recording Secretary