

WINDSOR LOCKS HOUSING AUTHORITY  
120 SOUTHWEST AVENUE  
WINDSOR LOCKS, CT 06096

SPECIAL MEETING MINUTES  
THURSDAY, JANUARY 29, 2026

**MEMBERS PRESENT:** Steve Bushnik, Paul Riedi, Linda Zettlemoyer, Giselle Rivera-Susaya

**MEMBERS ABSENT:** None

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

**CALL TO ORDER:** Steve Bushnik called the meeting to order at 5:05 PM. The meeting was held virtually via Microsoft Teams. Steve Bushnik welcomed Linda Zettlemoyer and Paul Riedi to the board.

**PUBLIC COMMENT:** None

**ADOPTION OF MINUTES:** Steve Bushnik made a motion to “**approve the January 6, 2026, meeting minutes**”. Motion was seconded by Paul Riedi. Without further discussion the motion passed with 1 in favor, 2 abstention and 0 opposed.

**CORRESPONDENCE:** Darlene West shared an update for a lawsuit for a slip and fall that occurred at Oak Grove. The slip and fall was due to a vendor and both the Housing Authorities insurance and the vendors insurance are working together. Clarification questions were asked about what work the vendors were performing.

Darlene West shared that there have been responses to evictions and over housing concerns.

*Giselle Rivera-Susaya arrived at 5:11 PM.*

**ACCOUNTS PAYABLE:** Darlene West noted that the December financial reports will be made available to commissioners for review. Clarifying questions were asked about the budget. Darlene West offered to meet with new commissioners to review the budget.

**EXECUTIVE REPORT:**

a. **Financial Statements:** No update.

b. **Vacancy Report:** Darlene West shared that there are 4 openings at Southwest, 1 opening at Chestnut and 8 openings at Oak Grove and three people scheduled for eviction at Oak Grove.

Notifications for availability are being sent to people based upon the waitlist. On the waitlist, there are 30 people for Southwest, 81 people at Chestnut and 34 people at Oak Grove.

- c. **General Information:** Darlene West shared work orders that were completed through December 2025. Darlene West praised the maintenance team for the number of work orders they have completed and the average amount of time it takes to complete. Clarifying questions were asked if the employees were DeMarco employees or Housing Authority employees. Maria DeMarco clarified that there are 1.5 Housing Authority employees.

Darlene West shared the delinquency and outstanding balance report with commissioners. She also noted safety concerns such as smoking, utility charges for unauthorized appliances and housekeeping/safety and hoarding issues.

It was asked how maintenance was able to move snow. Darlene West shared that a dump truck was brought in to move the snow as there was limited space for the snow.

**CHAIRMAN'S REPORT:** Steve Bushnik shared that the MOU has been signed with the town on the former Senior Center. The property utilities have been turned over to the WLHA. Clarifying questions were asked why the property was given to the housing authority from the town. It was clarified that there was a no-cost lease where the housing authority leased the property to the town, so WLHA owned the property the entire time.

**TENANT COMMISSIONER REPORT:** Darlene West notified that she has contacted the League of Women Voters. They are looking at the date of March 13<sup>th</sup> but need to confirm with the League of Women Voters their availability. There are two people interested who submitted applications and required signatures.

**OLD BUSINESS:** None

**NEW BUSINESS:**

- a. **Changes to Tenant Selection Plan/Presidential Changes:** Darlene West noted that per the new government administration, the tenant selection processes will need to be changed. Darlene West noted that there may be residents upset with the changes, but they are mandated by the administration. It was discussed to be tabled until more guidance has been obtained.
- b. **Lease Updates:** Darlene West noted that there will be some updates to the lease. They will continue to work on the updates.
- c. **REAC Inspection:** Darlene West noted that the REAC (Real Estate Assessment Center)/INSPIRE public housing inspections will occur in approximately three weeks. The inspections will focus more on the interior of the units and occupied units will be selected at random. Maintenance has been working on the properties. They will perform inspections at all properties that could be under review.

- d. **Tenant Evictions/Relocations:** Discussed during the Executive Report. Darlene West stressed the importance that tenants need to be moved that are over housed.
- e. **Tenant Commissioner Election Schedule & Process:** Discussed under Tenant Commissioner Report.

**PUBLIC COMMENT:**None

**ITEMS FOR FUTURE AGENDA:**It was asked that the INSPIRE internal review report be on the next agenda.

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

**ADJOURNMENT:** At 6:04PM, Linda Zettlemyer made a motion “**to adjourn**”. Motion was seconded by Paul Riedi. Without further discussion the motion passed with 4 in favor and 0 opposed.

Respectively Submitted,  
Emily Kalenauskas  
Recording Secretary