

# Town of Windsor

## Memorandum

January 13, 2014

**TO:** The Honorable Mayor and Town Council  
**FROM:** Michael Stallings, Town Manager *MS*  
**SUBJECT:** Action List

I am enclosing the Action List for the Month of December.

Action List  
12/9/14 – 1/13/14

New Items

1. Saunder's Property Drainage
  - The contractor should be starting work on this project in the very near future.

Ongoing Items

1. Route 460 sidewalks
  - The MOU has been adopted by IOW. We are holding on the project as directed by Council.
3. Streetlight Requests
  - None
4. Town Patrols
  - 1/6 – visited Windsor Woods, Windsor Manor, Hazelwood, North Court Street, Old Suffolk Road, East Griffin Street
  - 1/8 – Visited Holland Meadows, Lover's Lane, Duke Street, Randolph, Virginia Avenue
5. Streetlight Outages
  - None
6. VDOT
  - Residency Administrator is planning to bring a camera into town that will allow them to look inside of several of the drainage pipes that are causing problems. This will lead to an action plan to resolve some of the issues.
  - Working with VDOT to get debris removed from ditch beside the Farmer's Daughter Café.
  - I have contacted VDOT regarding the Drop Inlets on Bank Street and Community Drive
  - I have requested that the Residency Administrator attend our February meeting to give us updates on these projects.
7. Church Street/Shiloh Drive Sidewalks
  - Exploring possible funding sources for this project as we prepare to proceed with engineering work.
8. Drainage Committee
  - Drainage committee met on November 13<sup>th</sup>. It is scheduled to meet again on January 15<sup>th</sup>.
9. Business Visits/Calls
  - Visited New Verizon Store 12/30
10. Post Office
  - No Update
11. Lover's Lane Bushes

- Working with homeowner and contractor to set up a meeting to determine what we will be allowed to cut, and to revise the cost and get homeowner approval.

12. Civic Organization Meetings

- None

13. Retreat

- Postponed until Spring 2015

14. Replacement Sign

- The contractor is waiting on approval of a building permit from IOW.