

## Town of Windsor

### Memorandum

October 13, 2015

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

Attached is the action list since the last Council Meeting.

This is for your information.

Action List  
9/8/15 – 10/12/15

New Items

1. AVES Complaints
  - I have spoken with the owner of AVES and made him aware of the ongoing problems with leaking trucks. I have also asked him to work on increasing the consistency of the routes.
2. Rescue Squad Donation
  - We obtained a letter from IOW regarding the donation of a vehicle to the WVRS. The item is under old business for discussion

Ongoing Items

1. Route 460 sidewalks (Sidewalks around Town Property)
  - I plan to have a report on this prepared for the November Council Meeting.
3. Streetlight Requests
  - No new requests
4. Town Patrols
  - 9/15 – Visited Windsor Woods, North Court Street, Duke Street, Church Street, Lovers Lane, Twin Circle.
  - 9/21 – visited Windsor Manor, Hazelwood, North Court Street, Randolph, Virginia, Duke Street, Old Suffolk Road, East Griffin Street,
  - 10/3 – Visited Shiloh Drive, Lovers Lane, Route 460
5. Streetlight Outages
  - Several new streetlight outages have been reported.
6. VDOT
  - Severe erosion on Hazelwood Lane has been reported to VDOT. VDOT has installed new ditches along the roadway to help prevent future issues.
7. Church Street/Shiloh Drive Sidewalks
  - Preliminary engineering has been completed. We are waiting for the delivery of a project budget.
8. Drainage Committee
  - The committee met in September. We developed a prioritized list of drainage problems. The committee is reviewing the list and map that was created.
9. Business Visits/Calls
  - 10/3 – Met with Windsor Gymnastics
10. Civic Organization Meetings

- I attended the September meeting of the Woman's Club.

#### 11. Retreat

- I met with the Hampton Roads Planning District Commission Executive Director and discussed the citizen survey. He is setting up a meeting with the HRPDC and CNU to discuss moving forward with the surveys.