

## Town of Windsor

### Memorandum

December 9, 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 November.

Action List  
11/13/14 – 12/8/14

New Items

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
  - The streetlight on Willie Roberts has been approved.
4. Town Patrols
  - 11/18 – Visited Holland Meadows, Lovers Lane, Shiloh Drive
  - 12/4 – Visited Old Suffolk Road, Bank Street, Virginia Ave, Randolph Ave, Church Street
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.
  - VDOT has repaired sink holes on Watson Street.
  - 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
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 Farmer's Daughter Café 12/2
  - Visited Dairy Queen 12/3
10. Post Office
  - No Update
11. Lover's Lane Bushes
  - Spoke with homeowner. He is willing to have the bushes trimmed significantly, but is reluctant to have them removed at this time. He did indicate that he would be willing to have them removed before he sells the property. Working with homeowner and contractor 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.