

# Town of Windsor

## Memorandum

April 9, 2013

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

I am enclosing the action list since the last Council meeting.

This is for your information.

Action List  
3/14/13 – 4/8/13

New Items

1. Twin Circle Drainage
  - We were made aware of a drainage issue on Twin Circle that was affecting a culvert pipe under a driveway. We had been in contact with VDOT about this issue in the past, and we contacted VDOT about this issue again. (3/21/13)

Ongoing Items

1. Route 460 sidewalks
  - I am working with staff from IOW to develop a scope of work and project narrative for VDOT. Once this has been approved, we can move forward with this project.
3. Streetlight Requests
  - Request made by Mr. Spivey is being processed.
4. Town Patrols
  - 3/13 – visited Hidden Acres, Holland Meadows, Church Street, Lovers Lane, Duke Street, Roberts Ave, East Griffin Street, Old Suffolk Road, Windsor Woods
  - 3/27 – visited Windsor Court Apartments, Bank Street, East Griffin Street, Old Suffolk Road, Windsor Woods.
5. Streetlights
  - None
6. VDOT
  - Dennis is working with VDOT to correct many drainage issues that have been identified throughout town. As new drainage issues are brought to our attention, we are relaying those issues to VDOT.
  - The drainage ditch adjoining the High School property has been cleaned out.
7. Well Number 6
  - The aquifer test has been completed. Initial observations were good. The report from the aquifer test should be submitted this week to DEQ.
9. Church Street/Shiloh Drive Sidewalks
  - We are still working with VDOT to determine right of way for this project.
10. Sewer
  - I met with Isle of Wight County staff regarding sewer. I was informed of a capacity study that is being proposed in the FY14 CIP. We also discussed the upcoming water and sewer master plan that the County will be conducting. When the plan begins, we will be involved in the Windsor portion of the plan.

11. Drainage Committee

- We will be scheduling a meeting this month to continue our work.

12. North Court Street Power Poles

- The power poles on North Court Street have been removed. They did leave the one on A Street, and they have been contacted regarding removal of that pole.

13. Webcam

- At the last Council Meeting, a citizen brought up the topic of adding a webcam to the Town's website. I have contacted our new website host to determine what it would take to make this happen. He is currently looking into the security and logistical aspects of this.

14. Bus Route

- We will be discussing the possibilities of establishing a bus route to Suffolk with the company that operates the bus routes in Suffolk. I will bring back a report to Council once this information has been obtained.

15. Business Visits

- Met with the new Postmaster of the Windsor Post Office (3/20)