

Town of Windsor

Memorandum

February 11, 2014

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
1/14/14 – 2/10/14

New Items

1. Employee Bonds
 - We have a blanket surety bond on all employees of \$100,000 through VML Insurance. Prior to going with VML Insurance, we maintained a \$50,000 bond on the Treasurer and Town Manager.

Ongoing Items

1. Paving Gaps
 - I received indication that VDOT will be filling the gaps with topsoil as soon as the weather permits. (1/23/14)
2. Route 460 sidewalks
 - Having a lack of response from IOW, I have asked our Town Attorney to work on a MOU for this project so we can move forward. (12/12)
3. Streetlight Requests
 - No new requests.
4. Town Patrols
 - 1/31 – Holland Meadows, Shiloh Drive
 - 2/5 – Visited East Griffin Street, Bank Street, Taylor Ave, Buckhorn Drive
5. Streetlights
 - We have reported several streetlight outages to Dominion Power. Our police officers will be doing a thorough check of the streetlights over the next several weeks.
6. VDOT
 - No new updates
7. Church Street/Shiloh Drive Sidewalks
 - On Hold
8. Sewer
 - No Updates
9. Drainage Committee
 - No Updates
10. Business Visits/Calls
 - Spoke with Owner of Electrolux (2/3/14)
12. Post Office
 - This item is for discussion in closed session.