

Town of Windsor

Memorandum

February 10, 2015

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 January.

Action List
1/14/14 – 2/9/15

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
 - None
4. Town Patrols
 - 2/2 – visited Windsor Woods, Windsor Manor, Hazelwood, North Court Street, Old Suffolk Road, East Griffin Street
 - 2/3 – Visited Holland Meadows, Lover’s Lane, Duke Street, Randolph, Virginia Avenue
5. Streetlight Outages
 - None
6. VDOT
 - Residency Administrator is scheduled to attend our February meeting to discuss issues in the Town.
 - VDOT was made aware of water not flowing to the drop inlet near 14 N. Court Street. They will be milling the pavement to ensure proper drainage as soon as weather permits.
 - The sink holes on Watson Street have been repaired and the drainage pipe has been fixed.
7. Church Street/Shiloh Drive Sidewalks
 - Preparing a request for proposals for preliminary engineering work for this project. We have \$7,500 budgeted in our CIP for this work.
8. Drainage Committee
 - Several members of the drainage committee road around Town with Dennis to view drainage issues. The January meeting was postponed due to a lack of availability of members.
9. Business Visits/Calls
 - Visited with W.H. Leitner & Sons Inc (new business located in Dr. Demsko’s building) 2/5
10. Post Office
 - I have reached out to the Postal Service to begin the process of re-negotiating the lease.
11. Lover’s Lane Bushes
 - I have reached out to the homeowner again. We will be meeting on site soon to discuss what he will allow us to trim. We will be trimming the bushes around new Town sign.
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12. Civic Organization Meetings

- None

13. Retreat

- Postponed until Spring 2015

14. Replacement Sign

- The final design for the sign is being completed now. All permits have been approved.

15. Saunder's Property Drainage

- Spoke with the contractor last week. He is calling in Miss Utility and will begin the work after all markings have been completed.