

Town of Windsor

Memorandum

July 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
6/12/13 – 7/9/13

New Items

1. Personnel Policies

- I was asked to revise the personnel policy regarding hours of work. The revised policy is on the agenda for Council's discussion.

Ongoing Items

1. Route 460 sidewalks

- A draft project scope has been developed and is being reviewed by IOW. (5/20)

3. Streetlight Requests

- No new requests.

4. Town Patrols

- 6/25 – Visited North Court Street, Shiloh Drive, Holland Meadows, Lovers Lane
- 7/2 – Visited Old Suffolk Road, East Griffin Street, Bank Street

5. Streetlights

- A new list of streetlight outages was reported to Dominion on 6/19.

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.
- VDOT was made aware of a sink hole next to the drop inlet in the Library parking lot.

7. Well Number 6

- DEQ has reviewed all the technical data pertaining to our permit. They are currently working on a draft permit for our review. (7/1)

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

- The committee met on May 23rd. The Committee has identified problem areas in Town and has developed a questionnaire to be sent to the residents in those areas to help identify what is causing the drainage problems and where exactly they are. The committee will be meeting again in August. (5/23)

12. Webcam

- Our website developer is working with several vendors to develop a price estimate to get a webcam up and running.

13. Bus Route

- I have contacted the bus company that operates the bus system in the City of Suffolk. I am waiting for a return contact (5/21).

14. Business Visits

- Met with the Manager of Windsor Pharmacy (7/3)