

## Town of Windsor

### Memorandum

September 10, 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  
8/14/13 – 9/10/13

New Items

1. Stoplight at Route 460 and Court Street
  - Received a complaint about the stoplight at Route 460 and Court Street not changing while vehicles are waiting on a green light. VDOT has been made aware of it, and are coming out to investigate the situation. (8/21)

Ongoing Items

1. Route 460 sidewalks
  - I have revised the scope of work based on comments from IOW and VDOT. As requested by VDOT, I am working with IOW to draft a MOU that would cover the use of these funds. Once drafted, it will come to Council for review and approval.
3. Streetlight Requests
  - No new requests.
4. Town Patrols
  - 8/19 – Visited Old Suffolk Road, East Griffin Street, Bank Street
  - 8/22 – Visited Hidden Acres
  - 9/4 – Visited Bank Street, Old Suffolk Road, East Griffin Street, Taylor Ave
  - 9/5 – Visited Windsor Woods, North Court Street
5. Streetlights
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.
  - I am meeting with VDOT on 9/11 to discuss the ongoing sinkhole problem throughout the Town of Windsor.
7. Well Number 6
  - I received a draft permit from DEQ. I reviewed the permit and responded favorably. DEQ will now hold a 30 day public comment period. Assuming that we receive no substantial negative comments, we should be issued a permit shortly after the close of the public comment period. (7/10)
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 May 23<sup>rd</sup> drainage committee meeting was postponed due to not having members available to meet. We will work to schedule a new meeting.

#### 12. Webcam

- I have received a quote for the software portion of the webcam project. I am waiting on a recommendation on the hardware portion of the project (7/18)

#### 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 owner of Electrolux of Windsor (8/22)