

# Town of Windsor

## Memorandum

August 11, 2015

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

Attached is the action list since the last Council Meeting.

This is for your information.

Action List  
7/14/15 – 8/10/15

New Items

1. Grievance Procedure

- I have made the changes from the last meeting, and the revised procedure is on your agenda.

Ongoing Items

1. Route 460 sidewalks (Sidewalks around Town Property)

- I have met with VDOT and IOW staff on this matter. We are working on developing a cost estimate for the engineering work. I will be meeting with IOW staff to discuss this project in the next week.

3. Streetlight Requests

- None

4. Town Patrols

- 7/22 – Visited Windsor Woods, Bank Street, North Court Street, Duke Street, Church Street, Lovers Lane, Twin Circle.
- 8/3 – visited Windsor Woods, Windsor Manor, Hazelwood, North Court Street, Old Suffolk Road, East Griffin Street, Randolph, Virginia, Duke Street

5. Streetlight Outages

- Several new streetlight outages have been reported.

6. VDOT

- VDOT has been doing some work on drop inlets and other issues that were identified last month on my ride around Town with the Residency Administrator.
- Currently working with VDOT to start the process of using the SYIP funds to place sidewalks along Route 460 and Shirley Drive.
- Sinkholes in front of the Veterinarian, Lovers Lane, 35 Church Street, and several others have been reported.
- Severe erosion on Hazelwood Lane has been reported to VDOT. The roadway has been repaired, but the damage caused to yards in the area has not.

7. Church Street/Shiloh Drive Sidewalks

- Talks have started with Holland Meadows.

8. Drainage Committee

- No Update

9. Business Visits/Calls

- 7/22 visited Itly's and spoke with the manager
- 7/23 visited Country Boy's BBQ and spoke with the owner

10. Civic Organization Meetings

- I am scheduled to attend the September 17<sup>th</sup> Woman's Club meeting.

11. Retreat

- Spoke with Mr. Claud about facilitating the retreat. He and I will be getting together after he recovers from an upcoming surgery to discuss. I will update Council on my discussions with him at this time.