

## Town of Windsor

### Memorandum

March 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 February.

Action List  
2/10/15 – 3/9/15

New Items

1. Community Calendar

- I have reached out to several civic organizations about putting their community events on our website's calendar.

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

- 2/19 – visited Windsor Woods, Windsor Manor, Hazelwood, North Court Street, Old Suffolk Road, East Griffin Street
- 2/24 – Visited Holland Meadows, Lover's Lane, Duke Street, Randolph, Virginia Avenue, East Griffin Street, North Court Street, Twin Circle

5. Streetlight Outages

- None

6. VDOT

- 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.
- VDOT has agreed to provide a truck to haul away debris from the ditch beside the Farmer's Daughter Café. I am arranging labor and a date for this work.

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

- No Update

9. Business Visits/Calls

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.

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

- Waiting for the weather to clear.