

Town of Windsor

Memorandum

August 13, 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
7/10/13 – 8/13/13

New Items

1. Trash Truck Leakage
 - AVES was contacted to make them aware of the issue. I was told that they would inspect the truck for any malfunctions and correct any issues that they find. (7/10)
2. Lovers Lane Bushes
 - Town Staff trimmed the bushes at the end of Lover's Lane. (7/16)

Ongoing Items

1. Route 460 sidewalks
 - I received the draft scope of work back from IOW. I am reviewing it and will be sending it to VDOT for review (7/25)
3. Streetlight Requests
 - No new requests.
4. Town Patrols
 - 6/25 – Visited North Court Street, North Court Street, Shiloh Drive, Holland Meadows, Lovers Lane
 - 7/2 – Visited Old Suffolk Road, East Griffin Street, Bank Street
 - 7/23 – Visited North Court Street, Duke Street, Church Street
 - 8/6 – Visited Windsor Woods
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.
 - VDOT was made aware of a sink hole next to the drop inlet in the Library parking lot.
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 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

- 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 The Farmer's Daughter Café (Formerly Windsor Café) (7/11)