

Town of Windsor

Memorandum

August 12, 2014

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 July.

Action List
7/8/14 – 8/11/14

New Items

1. Retreat
 - Will be working on a revised agenda for the strategic planning retreat for January. Will present it to Council once it has been completed.
2. Replacement Sign
 - Have obtained one quote for the replacement digital sign for Town Hall. I have reached out to a second company for a quote, and will present this information to Council once it is received.

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
 - A request for a streetlight at 9404 Willie Roberts Road has been submitted to Dominion Power.
4. Town Patrols
 - 7/29 – Visited Windsor Woods, Windsor Manor, Hazelwood
 - 8/4 – Visited Bank Street, Old Suffolk Road
5. Streetlight Outages
 - None
6. VDOT
 - Met with Residency Administrator on 8/5 to discuss issues throughout Town. Will bring back a report on several items once information is provided to me.
 - VDOT has been made aware of the manholes on Church Street that need attention.
7. Church Street/Shiloh Drive Sidewalks
 - Exploring possible funding sources for this project as we prepare to proceed with engineering work.
8. Drainage Committee
 - Met with representative of committee and Mayor on 8/4 to help determine direction of committee. Will be scheduling a full committee meeting soon.
9. Business Visits/Calls
 - Visited Ferns Automotive 8/6
 - Visited NAPA Auto Parts 8/7
10. Post Office
 - There will be an update on this topic during the closed session.

11. Lover's Lane Bushes

- A letter has been sent to the home owner. I am waiting a response regarding his willingness to share in the cost of removal of the trees.