

## Town of Windsor

### Memorandum

November 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 October.

Action List  
10/15/14 – 11/12/14

New Items

1. Attended the VML Regional Supper in Newport News on 11/5. A report has been provided to you on this meeting.

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
  - The streetlight on Willie Roberts has been approved.
4. Town Patrols
  - 10/17 – Visited Bank Street, Old Suffolk Road, Buckhorn Drive, East Griffin Street
  - 11/6 – Visited Windsor Woods, Hazelwood Trailer Park, Windsor Manor Trailer Park, Lovers Lane, Church Street
5. Streetlight Outages
  - None
6. VDOT
  - Residency Administrator is planning to bring a camera into town that will allow them to look inside of the several of the drainage pipes that are causing problems. This will lead to an action plan to resolve some of the issues.
  - VDOT is working to correct sink holes on Watson Drive.
7. Church Street/Shiloh Drive Sidewalks
  - Exploring possible funding sources for this project as we prepare to proceed with engineering work.
8. Drainage Committee
  - Drainage committee has a meeting scheduled for November 13<sup>th</sup> at 3pm.
9. Business Visits/Calls
  - Visited M.A.M.A.S. Creative Sweets 11/6
  - Visited Windsor Hardware 11/6
10. Post Office
  - There will be an update on this topic during the closed session.
11. Lover's Lane Bushes
  - Spoke with homeowner. He is willing to have the bushes trimmed significantly, but is reluctant to have them removed at this time. He did indicate that he would be willing to have them removed before he sells the property. Working with homeowner and contractor to revise the cost and get homeowner approval.

12. Civic Organization Meetings

- None

13. Retreat

- A draft agenda for the retreat is on the agenda for discussion tonight.

14. Replacement Sign

- The signs were approved at the last Council meeting. There is a resolution on the agenda to appropriate the funds.