

# Town of Windsor

## Memorandum

June 11, 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  
5/15/13 – 6/11/13

New Items

1. Water Leak Policy
  - I was asked to develop a water leak credit policy for Council's consideration. This policy is on Council's agenda for this meeting.
2. Personnel Policies
  - I was asked to meet with the Mayor and Vice-Mayor to review several personnel policies. We met on 6/3, and the proposed policies are on the agenda for this meeting.

Ongoing Items

1. Route 460 sidewalks
  - A draft project scope has been developed and is being reviewed by IOW. (5/20)
3. Streetlight Requests
  - No new requests
4. Town Patrols
  - 5/16 – Visited North Court Street, Shiloh Drive, Holland Meadows, Lovers Lane
  - 5/21 – Visited Bank Street, East Griffin Street, Old Suffolk Road
  - 5/22 – Visited North Court Street, Roberts Ave, Holland Lane, Shirley Drive, Route 460
  - 5/28 – Visited Bank Street, Windsor Woods
  - 6/4 – Visited Bank Street, Route 460, Community Drive
5. Streetlights
  - None
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.
7. Well Number 6
  - Our Engineer has responded to a request for more information from DEQ. DEQ is reviewing the additional information. (5/23/13)
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

- Our website developer is working with several vendors to develop a price estimate to get a webcam up and running.

#### 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 the Manager of Dairy Queen 5/22
- Met with Owner of Anna's Pizza 5/23