TRANSPORTATION WORKGROUP RECORD OF MEETING
OCTOBER 13, 2026
WINDSOR TOWN OFFICE

Members Present: Steve Hoad, Jeff Frankel, Nancy Fish, Michelle Hall, Matthew Taylor, and Haleigh Moran.

General Administration & Technical Issues

- *IT & Zoom:* The town has a Zoom account (up to 25 participants, no time limit), reducing reliance on personal accounts.
- *Subgroups vs. Whole-Group:* A proposal to divide into subcommittees for workload management was debated against the efficiency of whole-group coordination via email/Zoom, given the small team size.

Grant Award & Budget Management

- The group acknowledged receiving a grant, which will support an initial program trial run from now through July. Extending to the end of the calendar year may be affordable.
- News of the grant was informally disclosed, but it needs to be placed on the next selectmen meeting agenda for formal acceptance.
- Emphasis was placed on creating a separate account to track funds closely and prevent misplacement during transitions.
- Future goals include presenting justified funding needs to the budget committee if necessary.

Program Coordinator Position

- *Role & Compensation:* The "ride coordinator" job description was updated. The stipend will be set at $300 per month based on nine months of service under the grant (approx. $2,700 total), with flexible hours.
- *Employment Classification:* The team leaned toward classifying the coordinator as an employee (W-2) rather than an independent contractor (1099) to ensure coverage under the town's liability insurance and background checks. Alternative models, such as splitting stipends, town staff involvement, or seeking a halftime AmeriCorps volunteer, were discussed.
- *Posting Timeline:* The group will wait until grant funds are officially received, before posting the position on the town website, Facebook page, and outdoor sign.
- *Interim Coverage:* Committee members are willing to provide temporary coverage to launch operations while searching for a coordinator.

Policies & Procedures (Drivers & Riders)

- *Scheduling Rules:* Required notice for rides was changed from five days to three days. Call hours will be managed via voicemail boundaries (e.g., no calls after 5:00 PM).
- *Medical & Health Disclosures:* Driver and rider medical disclosures (e.g., medications, conditions affecting driving) will remain optional due to privacy and sensitivity concerns.
- *Emergency Contacts:* Schedulers must collect and verify emergency contacts and specific mobility needs, compiling them into concise rider "bio" snippets to email to drivers before rides.

- *Safety & Accessibility:* Explicit language will be added requiring private roads and driveways to be safely accessible at all times (plowed/sanded in winter, not muddy). Drivers can refuse unsafe access.
- *Pickup Protocols:* No rigid policy on honking vs. calling vs. going to the door. Driver orientation will emphasize safety, staying in the vehicle when prudent, courtesy calls if late, and driver discretion.
- *Vehicle Standards:* Wording adjusted to require drivers to "maintain a clean and comfortable passenger area" and carry safety items like a blanket.
- *Phone Number Sharing:* The policy discouraging riders from requesting driver phone numbers remains, but drivers have discretion to call riders for coordination.

Reimbursement, Insurance, and Tax Implications

- *Insurance:* The program will rely on the University of Maine's volunteer "excess" insurance coverage at no cost. Recruitment materials will clarify this to reassure applicants.
- *Mileage Reimbursement:* Due to IRS complexities (14 cents/mile charitable rate vs. 72.5 cents business rate) and potential 1099 tax burdens on volunteers, mileage reimbursement will be removed from the current startup phase. Volunteers will be given a generic tax disclaimer to consult their tax advisors.

Outreach, Promotions & Election Day Planning

- *Official vs. Temporary Email:* The group proposed creating a windsormaine.gov Microsoft 365 email (pending select board approval). In the interim, a temporary Gmail address (wcrp@gmail.com or similar) and the town phone number will be used on printed materials.
- *Print Materials:* Ordering 500 palm cards, plus posters and tabletop signs through Chelsea Chapman at UMaine (Quality Copy as backup).
- *Election Day (Nov 3, 2026):* An informational table with applications will be set up near the entrance. Shifts: Matt (8 AM–11 AM), Steve (11 AM–4 PM), and Jeff (4 PM–8 PM).
- Palm cards will also be distributed to the transfer station and the food bank.

Next Meeting: November 10, 2026 at 1:00 p.m., Town Hall

Respectfully Submitted,
Haleigh Moran
Town Manager