TRANSPORTATION WORKGROUP RECORD OF MEETING
AUGUST 18, 2026
WINDSOR TOWN OFFICE

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

Program Naming, Strategy, and Inclusivity

- The group agreed on the name "Windsor Community Rides Program," preferring "community" for its inclusiveness and "rides" for its informal, specific nature.
- The mini-grant application for the new startup program will focus on questions 14-23, listing the organization type as "municipality."
- Goals for the application include creating a volunteer driver network, increasing ride availability, and adding a process for scheduling and dispatch. A goal to create a replicable model for other towns was retained.
- The program aims for low barriers to access, serving residents of all ages and incomes. It will allow children accompanied by an adult (18+), who is responsible for coordinating the ride.
- Future expansion to neighboring towns like China and Palermo is a long-term goal.

Regional Context and Needs Assessment

- The initiative is part of a broader effort by "moving Maine" to address transportation gaps in Kennebec County, which is largely considered a "transportation desert." Regional partners include medical facilities and workforce development.
- A community needs assessment was deemed necessary for grant applications. To maximize engagement, the group will conduct a survey, framed as a recruitment sign-up sheet, at the November election. Online survey tools that self-compile results will be used.

Background Checks and Confidentiality

- A consensus was reached to require background checks for both volunteer drivers and riders to ensure safety, despite concerns it might deter some users. The policy will state, "All riders and drivers will be asked to agree to a background check," clarifying that a finding does not mean automatic rejection.
- The group will use a service for checks (e.g., University of Maine, SBI), but must establish guidelines for evaluating the results. The turnaround time for checks is currently unknown and needs to be investigated.
- To protect privacy, a dedicated program coordinator with a work cell phone will manage communications. Direct driver-rider contact will be minimized, with drivers instructed to route all requests through the coordinator. Using phone features like `*67` was proposed for emergency contact. All coordinators will sign confidentiality agreements.

Program Logistics, Operations, and Timeline

- An onboarding process will be required for all riders. The group will use the free Assisted Ride software for scheduling, tracking, and logging hours.
- A rotating volunteer coordinator model (inspired by Lincoln County Fish) is favored, where a shared cell phone is handed off weekly.
- The grant budget will include a $500 reserve for accessibility rides via KVCAP's Pay-per-Ride system, funding for a coordinator, a phone plan, and a laptop (potentially as in-kind support from the town). The goal is to seek the full allowable grant amount and eventually integrate ongoing costs into the town budget for sustainability.
- An ambitious timeline was reviewed, with a September 20 deadline for policies and a November 15 "program begins operation" date, clarified to mean the start of onboarding, not active driving.
- The town's Microsoft Teams account will likely be used for committee meetings, with Zoom as a backup.
- Vehicle policies will require cars to be registered and inspected, with standards for cleanliness. Policies on weapons, drugs, and alcohol will be adapted from existing programs. The town's insurance may be affordably modified to cover volunteer drivers.

Collaboration and Outreach

- The group will learn from established programs by inviting representatives from Lincoln County Fish and Regional Community Action Ministry to share policies and practices. The group also plans to attend a University of Maine DRIVE program Zoom meeting on September 9.
- An outreach plan is underway to secure letters of support by September 9 from organizations including KVCAP, Young at Heart, the Windsor Select Board, Windsor Christian Fellowship, and the Windsor Food Bank. A near-final draft of the grant application will be presented to the Select Board to facilitate their letter.

Next Arrangements

- Finalize the grant application, updating language (e.g., "program begins operation") and adding information about the regional coordination group.
- Prepare a near-final grant draft for Select Board review to secure their support letter.
- Continue and finalize outreach for letters of support by the September 9 deadline.
- Provide sample letter templates to organizations as needed.
- Finalize the budget, including the $500 accessibility reserve, coordinator funding, phone, and laptop.
- Rework the proposal's eligibility sentence to include "regardless of age or income."
- Develop policies for evaluating background check results and what constitutes disqualification.
- Reach out to the University of Maine to confirm the turnaround time for background checks.
- Schedule and prepare for the September 8 meeting to begin drafting policies and the needs assessment.
- Arrange briefings with Lincoln County Fish and Regional Community Action Ministry to adapt policy templates.
- Share the UMaine DRIVE Zoom link and attend the meeting on September 9.
- Confirm the communications platform (Microsoft Teams or Zoom) for committee and driver meetings.

Next Meeting: September 8, 2026 at 2:00 p.m., Town Hall
Respectfully Submitted,
Haleigh Moran
Town Manager