TRANSPORTATION WORKGROUP RECORD OF MEETING
SEPTEMBER 8, 2026
WINDSOR TOWN OFFICE

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

Program and Grant Planning

The group finalized the name "Windsor Community Rides Program" for its new volunteer driver program. A significant portion of the meeting focused on preparing a grant application due September 11th, aiming for a total request under the $5,000 maximum. The group settled on a final budget of $4,800, which includes a $2,700 coordinator stipend, $1,000 for a computer, $500 for a bus reserve, $400 for a phone, and $200 for a Zoom account. The application will also detail in-kind support from the town. Letters of support have been received from several community partners, including Maine General and the Select Board, although frustration was expressed over a lack of response from HealthReach. A contingency plan was established to proceed with the program even if the grant is not approved, which would involve seeking a volunteer coordinator and requesting funds for a phone from the Select Board.

Policy and Documentation

A major point of debate was the requirement for background checks for both drivers and riders. Proponents cited driver safety and town liability, while opponents argued it would create a barrier for riders. After a formal vote, the group decided to keep the requirement for both in the grant application, with the understanding that the decision can be revisited after consulting the town's attorney on liability. It was clarified that these are standard State Bureau of Investigation (SBI) checks. The group also reviewed documents from Lifelong Maine and RCAM to create its own volunteer manual, driver agreements, and consent forms, with a plan to combine and revise these documents starting in October. It was agreed that policy development would continue regardless of the grant outcome.

Operations and Outreach

The group aims to be operational by November 15th, with the most significant hurdle identified as hiring a coordinator for the stipend position. A job description will be drafted but not released until funding is secured. For program communication, an email address has been set up, and efforts are underway to establish a dedicated phone line, possibly by porting an existing number to a new cell phone. For outreach, the group plans to create and distribute palm-sized promotional cards, with a key outreach event planned for election day to conduct a community assessment. Two committees were proposed for future work: an Outreach Committee and a Policies and Procedures Committee.

Other Items

- A University of Maine Zoom call about volunteer driver programs is scheduled for September 9th.

- The "Share the Road" memorial bike ride, in memory of Carol, is scheduled for September 20th to promote bicycle safety.
- Future transportation projects were discussed, including road narrowing and temporary crosswalks to improve pedestrian safety.

Next Arrangements

- Submit the grant application by September 11, 2026.
- Schedule the next meeting for October 13, 2026, at 1:00 PM.
- The town manager will consult the town attorney regarding liability and background checks.
- Draft a job description for the coordinator role and design promotional palm cards.
- Revise and combine documents from Lifelong Maine and RCAM to create a new volunteer manual, with a draft of policies targeted for October 13.
- Plan outreach activities for election day.
- Investigate porting a landline number to a Spectrum cell phone.
- Follow up on obtaining information about secondary liability insurance.
- Send the University of Maine Zoom meeting information to relevant participants.

Next Meeting: October 13, 2026 at 1:00 p.m., Town Hall

Respectfully Submitted,
Haleigh Moran
Town Manager