



**TOWN OF MILFORD, MASSACHUSETTS**  
**MILFORD YOUTH CENTER**  
MILFORD YOUTH COMMISSION  
24 Pearl St., Milford, MA 01757  
(508) 473-1756 Phone  
(508) 473-4388 FAX



**Milford Youth Commission Minutes**  
**In-Person Meeting**

**Date: November 4th, 2021**

**Time: 6:15pm**

**Location: Milford Youth Center - Conference Room, 2nd Floor**  
24 Pearl St., Milford, MA 01757

**In-Person Members Present:** Ariea Bryan, Michelle Stokes, Darlene Dulude, John Dulude, Sandra Caponi, Chuck Calagione, Brendan Rickert, RJ Sheedy, and Jay Vaz.

**MYC Employees Present:** Jen Ward

- Meeting called to order by Ariea Bryan at 6:18pm, seconded by Chuck Calagione and all in favor via voice vote.
- Brendan Rickert review of first agenda item – **Approval of Minutes 10/7/21**
  - Minutes were published in meeting packet at which time there was a significant error in the minutes were brought to the boards attention prior to the meeting. As the submitted minutes were not correct and a matter of public record, no changes were made and Brendan Rickert recommended to pass over this item until the minutes were properly resolved. No vote taken
- Brendan Rickert review of second agenda item – **Re-approval of items discussed on 9/13/21 Board Meeting due to the Town IT not putting agenda on Town website.**
  - A complaint made by a town resident alerted the Town Counsel, Attorney Charles Boddy, to the violation of the open meeting law. Attorney Boddy said all votes from this meeting are invalid and must be voted on again. Chairperson Steve Sousa via email asked for further guidance and received none from Attorney Boddy prior to this meeting. Brendan Rickert recommended to pass over the vote as it was unclear what specific actions we would need to take at this time to be in compliance with open meeting law. No vote taken.
- RJ Sheedy Point of Order- Asked who is taking the meeting minutes with the secretary's resignation.
  - Brendan Rickert responds "I am until the position is filled"
  - Darlene Delude asks RJ why doesn't he want to fill the position and what is objective of being on the board. Darlene expressed frustration with the former secretary's resignation. RJ expressed his desire to make an impact in town and does not want the responsibility of the position.
  - Brendan called the meeting out of order and asked members to stay on topic. Meeting continued.

- Brendan Rickert review of third agenda item – **Signing of warrants-**
  - Director Jen Ward reviewed expenses and receipts for:
    - 22-16 Revolving Account for \$36.46
    - 22-18 Revolving Account for \$293.92
    - 22-18 Maintenance Account for \$1,107.83
  - Insert information about items
  - Brendan Rickert asked about water purchases for the town and the rate to see if there was a “bulk discount” we could take advantage of. RJ Sheedy asked about what the account numbers represented and Jen Ward explained the financial reporting requirements.
  - Sandy Caproni motioned to approval all warrants, seconded by Chuck Calagione, voice vote-unanimous.
- Brendan Rickert review of fourth agenda item- **Review of Revolving Account Balance**
  - Director Jen Ward reviewed top line budget expenditures and income.
  - Sandy Caproni asked about the health of the account and Jen Ward responded that she is pleased with the balance given the circumstances. No vote taken
- Brendan Rickert review of fifth agenda item- **Town Emails: Board Members to set up time to go to IT to get a Town Email Account**
  - Brendan stated that he and Ariea have both been set up and while the process involved a lot of physical paper work, it was relatively quick and straight forward.
  - Several members said they intend to get set up however that it’s hard to make time during the work day to get this done and wished the IT department would have a virtual system set up. No votes taken.
- Brendan Rickert review of sixth agenda item- **Town Meeting Update**
  - Brendan said town meeting members approved the HVAC budget with overwhelming support. Brendan thanked Attorney Boddy’s support on the article. Director Jen Ward advised the committee the project is being finalized by Mike Dean and then will go out to bid. Due to the delay between the time of the initial quote and when town meeting approved the HVAC system, Town Administrator Rick Villani mentioned to Jen that costs may have increased and we may need to apply for a grant to make up the difference. No vote taken
- Brendan Rickert review seventh agenda item- **Acknowledgement of board resignation: Paige Brown**
  - Brendan thanks Paige for her service and the rest of the board agreed.
  - Chuck Calagione mentioned we now have an even number and it needs to be odd.
    - Board will seek the advice of the Select Board on next steps. No votes taken.
- Brendan Rickert review of eight agenda item- **Discussion on Board numbers and article to lower that was not approved by the select board.**
  - Brendan said it was his understanding that the Select Board felt like this wasn’t appropriate for Town Meeting and we would have to come to them for any changes. Board agreed this isn’t pressing but should set up a dialogue. No votes taken.
- Brendan Rickert review of ninth agenda item- **Recommendation for new Board Secretary to take Meeting Minutes**
  - Brendan asked for any interest, discussed responsibilities of the role. No one was interested and no nominations were made.

- Sani Caproni recommends possibly paying a non-board member to taken minutes. Board found this to be favorable. Chuck Calagione suggested pulling from the high school for community service.
  - Discussion ended with a consensus that we should look into this idea and vote on next steps next meeting. No vote taken.
- Brendan Rickert review of tenth agenda item- **Change of meeting day request**
  - Board voted on the 2<sup>nd</sup> Tuesday of the month moving forward. Next meeting will be December 14<sup>th</sup> 2021. Other dates of meetings- 1/11/22, 2/8/22, 3/8/22, 4/12/22, 5/10/22, 6/14/22
  - Motion by Brendan Rickert, seconded by Sandi Caproni, voice vote, unanimous.
- Invitation to Speak-
  - Michelle Stokes mentioned the upcoming ALS fundraising tournament run through Hoops Crew. She asked about space availability and process for rental. Director Jen Ward said they would have to follow the process like other renters and traditionally there is a 3 week lead time for rentals. A special meeting needs to take place to waive the rental fee. No action taken by the committee
  - Chuck Calagione wanted to potentially re-address (at a different meeting) the previous vote by the board to lower the board membership to 9. He described benefits of youth membership which is what the original number was supposed to encourage. Brendan Rickert asked about legality of under 18 year olds being voting members of the board but was supportive of non-voting membership.
- Directors report-
  - Assistant director update-
    - First round interviews have been completed. 7 interviews were scheduled with Board Members and HR
    - The final round interviews were completed on 11/2/21 and Jen Ward and (insert HR here) said Ian and Lynn were finalist. Jen recommends Ian as the top choice.
      - Brendan Rickert motions to hire Ian pending CORI, Sandi Caproni seconds, voice vote, unanimous.
      - Brendan Rickert motions to hire Lynn if Ian declines pending CORI, Sany Caproni second, voting in the affirmative Brendan, Sandi, Michelle, Chuck, John, Darlene, Jay, Ariea. RJ- abstains
    - In order to get the pay scale we advertised, we have to get permission from the Personnel Board which is on 11/10/21. Jen and Brendan plan to attend to advocate for the salary.
  - After school program update-
    - Enrollment (please see attached)
    - Upcoming November programs (please see attached)
    - Traditionally the center as provided Thanksgiving meals to families in need however last year we were unable. Jen asked if the board if we should continue the practice.
      - Sandi mentioned that Jen is stretched thin with no assistant director and with the lack of time we should look to next year to resume.
      - No action taken
    - Sandi Caproni leaves at 7:39pm for personal commitments.
    - New part-time staff hire, Anthony Salgado.
      - Brendan Rickert motions pending CORI, Jay Vaz 2nds, voice vote unanimous
    - Board of Health Recommends tables in the kitchen separated by age- 8-11 and 12-18 in light of vaccination status

- The board's request for direct communication of positive COVID cases in the Milford Public Schools was denied due to privacy laws. Dr. McIntyre said he will help as much as possible but cannot release names and positive cases to us.
  - RJ Sheedy did talk to Dr. McIntyre and received the same response.
- Current rentals-
  - Michael Lisnow Respite Center
  - Aaron Anniballi
  - Fun Soccer
- Future Rentals starting in January-
  - Milford Softball
  - Milford Baseball
- Other rental requests-
  - Milford Public Schools event
    - Organizers never followed up but there is still confusion about rental costs and where that money goes among town-related renters
    - All Milford-based groups get a 25% discount on site rentals
    - Jen Ward explained that there are real costs that need to be recouped by the center and wants to find a way to get this information to the public
    - Brendan Rickert mentioned a Town Crier article might be a good way to educate and spark rental interest
  - Holiday Party for Healthy Families-
    - Never replies back
- Kids Play Program
  - Board of Health approved to go forward with 0-5 play group, once a week. \$5 donation per session, parents/guardians must stay
  - Adult open gym- cancelled due to a lack of attendance
    - Staff said there was confusion with mask/unmask policy as for lack of interest
    - Ariea Bryan mentioned the nice weather could be a reason for not a lot of need for an indoor space
    - Will revisit in January
  - Senior Walking- Tuesday mornings from 10:30am- 12pm
- Building Updates
  - Looking to start design work for Dance Room- emailed Town Engineer on 11/1/21 to do RFP for architect to design the space
    - Waiting for the report
  - Snow guards
    - Emailed Town Engineer on 11/1/21
      - No clear timeline on this project.
      - Urgency is higher with winter coming
  - Donations
    - See newsletter for monthly updates
    - Milford Social Club Presentation- Friday, November 5<sup>th</sup> at 4pm
      - Expected donation from previous conversations with Jim Ligor
    - Holiday giving campaign-

- United Way of Tri-County will sponsor 70 youths, a 20 person increase from last year
  - Sira Naturals, Waters Corps. & Goldfish Swim School also committed to giving
- o Chuck Calagione motions to end the meeting, Brendan Rickert seconds, voice vote unanimous

**Next Meeting:**

In-Person

**Date:** [Tuesday, December 14th, 2021](#)

**Time:** 6:15pm

**Location:** Milford Youth Center - Conference Room, 2nd Floor  
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