

Milford Youth Commission
In-Person Meeting
July 12, 2022
6:15 pm
Milford Youth Center, Conference Room, 2nd Floor
24 Pearl Street, Milford, MA 01757

Call to Order

At 6:20 pm, Vice-Chair Rickert called the meeting to order. Seconded by Chair Sousa.

In attendance: Chair, Steve Sousa; Vice-Chair, Brendan Rickert; Jason Vaz, Sandra Caproni, Stacy Darling, Darlene Dulude, John Dulude, Ariea Bryan, Chuck Calagione, Michelle Stokes.

MYC Staff: Jen Ward; Emily Stienstra. **Staff:** Dale Michaud. **Absent:** None. **Guests:** None.

A. New Business

1. Approve Meeting Minutes: 6/14/22

MOTION: Vice-Chair Rickert motioned to approve the meeting minutes of 6/14/22.
Seconded by Ariea Bryan.

Vote: All in favor by voice vote. None opposed. Steve Sousa and Michelle Stokes abstained as they were not present at the meeting on 6/14/22. 8-0-2 Motion carries.

2. Fund Balance as of 6/30/22: \$ 57,113.44
Jen Ward reported as of 6/30, we have approximately \$30,000 of the State grant remaining.
3. Signing of warrants:
 - i. 22-51 State Account for \$7,833.00
 - ii. 22-52 State Account for \$1,839.40
 - iii. 22-52 State Account for \$197.36
 - iv. Maintenance Account for \$2,394.00 for Gymnasium Floors Inc.
 - v. Maintenance Account: Benjamin Construction for \$1,873.99
 - vi. State Account: Benjamin Construction for \$2,946.01
 - vii. 22-47 Maintenance Account for \$193.90
 - viii. 22-52 Maintenance Account for \$178.90
 - ix. 23-02 State Account for \$1,365.00

MOTION: Chair Sousa motioned to approve signing the warrants: 22-51 State Account for \$7,833.00; 22-52 State Account for \$1,839.40; 22-52 State Account for \$197.36; Maintenance Account for \$2,394.00 for Gymnasium Floors Inc.; Maintenance Account: Benjamin Construction for \$1,873.99; State Account: Benjamin Construction for \$2,946.01; 22-47 Maintenance Account for \$193.90; 22-52 Maintenance Account for \$178.90; 23-02 State Account for \$1,365.00. Seconded by Darlene Dulude.

Vote: All in favor by voice vote. None opposed. 10-0-0 Motion carries.

4. CraftRoots Fundraiser 9/9/22:
 - i. Two Awardees
 - Francoise Elise, Grant Writer
 - YMCA / Milford Food Service Dept.Ms. Ward said letters will go out once the Town Clerk gives her the business information. She hopes to have the list Thursday when the intern is at MYC. **Members, please get letters to your business connections.**

Ariea Bryan donated a Cuisinart machine to MYC.

Raffles - Darlene Dulude previously organized members to assemble baskets. Stacy Darling suggested a team building exercise to build baskets. Ms. Ward will notify members of the scheduled basket making day. Chuck Calagione will donate 5 cases of beer.

- ii. Future scholarship - allocate \$1,000 each year
- iii. See fliers attached

5. Program Coordinator's Position:

- i. Position reposted.
 - Jamie Ward, the third person recommended has again interviewed. Jen Ward is comfortable recommending her for the position. She suggested to hire three current part-time staff to share the role until the Coordinator can be hired. The three part-time positions are already funded by the Town. The candidate cannot start for 3-4 weeks. Jen Ward suggested Step 1 at \$2,593 with a start date of 8/8/22.
- ii. Approval/update
 - The position was offered to Aaron Anniballi. He declined. The position was then offered to Amy Craite who did not respond.

MOTION: Chair Sousa motioned to start Jamie Ward at Step 1 beginning on 8/8/22. Darlene Dulude seconded.

Vote: All in favor by voice vote. None opposed. 10-0-0 Motion carries.

MOTION: Steve Sousa motioned to immediately hire Maddie Bonvino, Sam Bonvino, and Joanna Abrantes. Jay Vaz seconded.

Vote: All in favor by voice vote. None opposed. 10-0-0 Motion carries.

6. Compensation Plan Review done by outside firm

- The Personnel Board recategorized positions and some people were promoted. Many new categories were added. Jen Ward's position as Director is a Grade 9. Steve Sousa doesn't agree this is appropriate for Jen's responsibilities which include managing grant funding and accounting.
- The raise in pay was barely \$1,000 annually since moving up to Grade 9.
- Ms. Ward is at the top of her wage bond.
- Mr. Sousa asked members to back him up to meet with the Town to ask for a position review.
- In preparation for the review, detail the building upgrades she has coordinated.
- We need another position description that mirrors Ms. Ward's responsibilities.
- She must fundraise for everything!
- Mr. Rickert suggested to find out what was recommended for this position for the schools.
- Ms. Darling said the job description for the school position is public information.
- Chair Sousa said Ms. Ward manages part-time employees and finds replacement employees and volunteers.
- Ms. Ward makes phone calls to parents.
- The Board plans to appeal to the Personnel Board.

B. Invitation to Speak - No one spoke.

C. Director's Report:

1. After School Program:
 - a. June enrollment: See attachment.
Ms. Stienstra summarized.
 - b. End of year party and end of year numbers
Ms. Stienstra summarized.
2. Summer Camp Update:
 - a. 100 registrations!
There are waiting lists for the summer program. Not having the third full-time staff makes it difficult, but the summer program is going well.
 - b. Extra activities added: Drone with Special ops, STEAM program (end of summer from UMass grant), Air Quality Education Talk by BOH and swim safety!
3. Building Updates:
 - a. Renovation litigation - agreed to fix lobby and gym floor
 - b. Music/Multi-purpose Media Center - bid documents are ready
The Town Engineer is no longer employed but still assisting the Center. Ms. Ward sends him reminders.
 - c. Ron's Workshop area completed. Up and running by September.
 - d. HVAC project estimated to start in September
 - e. Gym Floor maintenance done!
4. Donation/Grant Updates:
 - a. See newsletter for monthly updates for miscellaneous donations
 - b. Goldfish Swim School:
 - i. Milford lessons continue to third child in the family (also swim safety class in camp)
 - ii. Offer swim safety lesson to camp!
 - c. YouthWorks Program up and running!
 - d. Health Foundation of Central Massachusetts meeting for HVAC grant on 7/11. They toured MYC. Ms. Ward met with Grant Writer, Francoise Elise, to prepare the grant. The \$115,000 grant is in its final stage. We'll be submitting a grant proposal.
5. Halloween Event proposal

FUNDRAISER

- Emily Stienstra seeks support for a family phased fundraiser.
- Friday Fright Night, October 28, 2022, 6:00-9:00 pm.
- Ms. Stienstra asked the Board to approve there be no after-school program that day. A significant amount of staff and volunteers will be needed to coordinate events that evening.
- Post Covid-19, things are more expensive. She suggested a general admission of \$5 per person including a snack. Haunted House plus general admission would be \$10 per person.

- Ms. Stienstra suggested Kids' Zone basics for the age 7-8 year old crowd: a DJ, costume, bounce house, zombies chasing kids in the bounce house, face painting, and a photo booth. We will need donated pumpkins, a craft zone, snow cones from the kitchen, hot candy, Halloween candy.
- She will present the layout of the evening at the next meeting.
- Raffles for \$2
- Time-limit the tickets (15 minutes or come back out of the bounce house)
- Donation bins around the building, "Do you like what we're doing? Please donate."
- Get our business partners involved.
- Ms. Dulude suggested the need for crowd control.
- Ms. Stienstra suggested a police presence.
- Ms. Stienstra suggested Milford High School volunteers. Ms. Caproni suggested Framingham State volunteers.

MOTION: Vice-Chair Rickert motioned to not have the after-school program on October 28 and for the Halloween event to move forward. Chair Sousa seconded.

Vote: All in favor by voice vote. None opposed. 10-0-0 Motion carries.

6. Other:

- a. Next Meeting: Tuesday, August 16, 2022, 6:15 pm.

At 7:00 pm, Chuck Calagione left the meeting.

The listing of matters above are those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items may be discussed, and other items not listed may also be brought up for discussion to the extent permitted by law.

Nutriforia Nutrition, 91 Medway Road (Kohl's Plaza), Milford, July 18, 8:00-3:00, 10% proceeds will benefit MYC.

Ms. Stienstra recounted a strange phone call from someone who asked permission to rent the music room to record music. She asked if they had thought about using the facilities at Milford TV. The person indicated they had contacted Milford TV but had been declined. The individual revealed they had a record of harassing a youth member. The person revealed he is not allowed to be in the presence of children.

Ms. Ward suggested MYC should be adding a CORI to the contract process for the individual who will be signing the rental contract. This language should be written into the rental contract. Also, change the language to say "the renter is responsible for the conduct of the people you bring to the Milford Youth Center."

Adjourn

MOTION: Vice-Chair Rickert motioned to adjourn at 7:31 pm. Seconded by Steve Sousa.

Vote: All in favor by voice vote. None opposed. Mr. Calagione was not present. 9-0-1 Motion carries.

Respectfully submitted,

Dale Michaud
Recording Secretary

Milford Youth Commission, Meeting Minutes
July 12, 2022

Documents

- CraftRoots Brewing fundraiser flier, 9/9/22
- After-School Program, June Enrollment
- 22-51 State Account for \$7,833.00
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- 6/14/22 MYC Minutes