



**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**

**In-Person Meeting**

**Date: August 16, 2022**

**Time: 6:15 pm**

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

**Call to Order**

At 6:15 pm, Chair Sousa called the meeting to order. Seconded by Vice-Chair Rickert.

**In attendance:** Chair, Steve Sousa; Vice-Chair, Brendan Rickert; Jason Vaz, Sandra Caproni, Darlene Dulude, John Dulude, Chuck Calagione, Christine Crean. **MYC Staff:** Jen Ward; Emily Stienstra, Jaime Hill. **Staff:** Dale Michaud; David Levine, Finance Committee liaison. **Absent:** Stacy Darling, Ariea Bryan. **Guests:** Kallie Tavano.

At 6:22 pm, David Levine entered the meeting.

**A.) New Business**

1. Welcome Christine Crean, Board Member
2. Welcome Jaime Hill, Program Coordinator

Chair Sousa welcomed Jaime Hill as MYC Program Coordinator. Vice-Chair Rickert welcomed new Board member, Christine Crean.

3. Approve Meeting Minutes: 7/12/22

**MOTION:** Vice-Chair Rickert motioned to approve the meeting minutes of 7/12/22.

Seconded by Chair Sousa. **Vote:** All in favor by voice vote. None opposed. Christine Crean abstained as she was not a voting Board member at the time of the 7/12/22 meeting. Chuck Calagione abstained.  
6-0-2 Motion carries.

4. Fund Balance as of 7/31/22: \$ 77,702.25  
Jen Ward reported the State grant funds have been depleted.

Chair Rickert asked whether MYC could save money by sharing resources such as utilizing Senior Center buses/vans to transport youth. Jen Ward replied no.

5. Signing of warrants:
  - i. 22-03 Maintenance Account for 187.50
  - ii. 23-04 State Account for \$215.00
  - iii. 22-05 Maintenance Account for \$159.00
  - iv. 23-05 State Account for \$2,383.17
  - v. 23-06 State Account for \$50.50
  - vi. 23-07 State Account for \$5,835.00

**MOTION:** Chair Rickert motioned to approve signing the warrants: 22-03 Maintenance Account for 187.50; 23-04 State Account for \$215.00; 22-05 Maintenance Account for \$159.00; 23-05 State Account for \$2,383.17; 23-06 State Account for \$50.50; 23-07 State Account for \$5,835.00.  
Seconded by Steve Sousa. **Vote:** All in favor by voice vote. None opposed. 8-0-0 Motion carries.

6. CraftRoots fundraiser:

i. Friday, 9/9/22 with PubKings, 6:00-9:00 pm

ii. Food:

1. Food Truck: Just the Hummus - serving hummus, hummus bowls, pita sandwiches and freshly made falafel
2. The Rail Trail of Hudson - donation of flatbreads to feed 100+ and other appetizers. They are checking with their organization to see whether they will use their servers.

Ms. Ward may give Board members each an empty platter to bring additional food. There will also be the food truck with free appetizers. Free pizza will be available.

iii. Board Member help with raffles!

1. Thank you Duludes!

2. Raffle Donations:

- a. Wards
- b. Ken Rosa of the YMCA Board donated gift certificates, doorbell things, Stonewall Kitchen items
- c. Gold's Gym will contribute a basket
- d. Stacy Holland

MYC received E-Z Way car wash passes.

Donations will be coming in from businesses to whom letters were mailed.

iv. Collect sold tickets/staff and board members

Members are to give Ms. Ward ticket sales at the end of the meeting and keep unsold tickets to sell. She will collect them on Tuesday prior to the event.

v. Three Awardees attending:

1. Francoise Elise and her husband
2. Hockomock Area YMCA (4 staff members will attend)
3. Milford Schools Food Service Department (Carla would like to bring 12 people)  
Board members agreed the Food Service Department could send 12 people.

vi. Citations from:

1. Senator Becca Rausch (attending)
2. State Rep. Brian Murray (attending)
3. Waiting on Select Board/Town Administrator to see who will attend

vii. Future scholarship – allocate \$1,000 from the event each year

viii. Facebook event created by CraftRoots – help, share and invite!

ix. See fliers attached

x. Donations:

1. \$2,000 Amazon
2. \$500 CrossFit Never Doubt
3. Misc. donations:
  - a. Paul Boisclair - \$50
  - b. 603 Designs Co. - \$50
  - c. Dolores Ivester- \$50

- Ms. Ward will incentivize selling tickets; door prize for number of tickets sold
- Mr. Levine suggested reaching out to the local radio station to have a winning ticket for a particular numbered caller. Ms. Ward will reach out to the station.
- She reached out to the Town Crier but has had no response yet.
- Ms. Dulude would rather not have members come in to assemble raffle baskets.
- Ms. Ward will compile a detailed list of missing pieces to complete raffle packages (seed for the bird feeder)
- She will post the missing items on social media so donations will come in.

7. Board Membership: Board Elections

Chair Sousa would like to step down as Chair and continue as a Board member. Members expressed their voice for Vice-Chair Rickert to accept the position of Chair.

Ms. Caproni commended Chair Sousa and Vice-Chair Rickert for stepping up to support the Milford Youth Center as Board members at a difficult time during the pandemic. Members applauded them both.

The election of Vice-Chair and start date will be voted on at the September meeting.

**MOTION:** Chair Sousa motioned to elect Vice-Chair Rickert as Chair effective immediately. Seconded by Sandra Caproni. **Vote:** All in favor by voice vote. None opposed. 8-0-0 Motion carries.

**B.) Invitation to Speak**

1. Worcester State Undergraduate Internship/Practicum – Kallie Tavano

Ms. Tavano presented **Building a Gender Inclusive Environment at MYC** highlighting:

- |                                   |                           |
|-----------------------------------|---------------------------|
| • The Basics of gender neutrality | • Current MYC Environment |
| • Ways to improve                 | • Why is this important?  |
| • Gender Neutrality               | • What can change?        |

She surveyed the youth by evaluating them while playing interactive games with them.

- MYC youth could benefit from a gender-neutral bathroom.
  - Single toilet bathroom would require only a sign change
  - Members discussed being in sync with Milford Public Schools
- Registration forms could be edited to include identifier terms, preferred names
- Staff training - there is a lack of staff gender sensitivity

**Solutions:**

- Training with MCAD (Massachusetts Commission Against Discrimination)
- \$1,600 for private group of 20 staff (3 hours) on Zoom, accredited, attain a certificate

Vice-Chair Rickert asked Ms. Tavano to prioritize. She prioritized the bathrooms, then training MYC staff. She would prefer a self-paced module training, not a class.

Mr. Levine suggested Ms. Tavano reach out to Lisa Kincade, Director of Social Emotional Learning with Milford Public Schools.

**MOTION:** Vice-Chair Rickert motioned to approve funding for gender-neutral bathroom signs. Seconded by Sandra Caproni. **Vote:** All in favor by voice vote. None opposed. 8-0-0 Motion carries.

Members discussed with Ms. Tavano criteria for gender-neutral bathrooms:

- Urinal versus a toilet
- Any gender can use the single stall toilet on the main floor
- Multi-stalled bathrooms in basement
- Single stall bathroom can be used if youth don't want to change clothing in the multi-stall bathroom downstairs

Mr. Rickert suggested to Ms. Ward the MYC should use whatever signs the schools are using.

Ms. Ward noted MYC has not received direction from the Town but is proactive as there is a need.

Jaime Hill asked whether the staff MCAD training includes mental health training.

Ms. Tavano said the training does cover mental health, but not complex mental health.

Ms. Tavano works in mental health at Milford Regional Medical Center.

Christine Crean asked what MYC staff would learn from mental health training. Ms. Tavano said MYC staff would learn to be aware of warning signs and where to get help. She has a brochure/flyer with a QRC code listing several resources to get help (also lists warning signs, risk factors, suicidal signs, comments said, factors such as low income, race, home environment, etc.).

Ms. Ward said MYC will have weekly programming for social/emotional training for staff to recognize issues and offer resources.

### C.) Directors Report:

#### 1. Summer Camp!

- a. Budget - Spent only \$6,000 from the grants
- b. Overall update by Emily Stienstra
  - Families sent emails reporting their kids are having a great time.
  - Ms. Ward commended MYC staff who stepped up when the center was understaffed.
  - She commended Ms. Stienstra for responsibly being on-site 75% of the time while Ms. Ward tended to administration.
  - Camp attendance has been at the highest capacity since before the pandemic.
  - Children are in tears because camp has ended, and they won't return until next summer.
  - Canobie Lake Park in 97-degree heat was the best field trip. The park was empty, so kids were able to enjoy all the rides.
  - Ms. Stienstra commended part-time staff as amazing and hopes they return next year.
  - Staff were in tears when leaving because of the bonds they made.
  - Ms. Ward said Emily joined MYC during a difficult few months.
  - She commended Ms. Hill who stepped in for the last week of summer camp so Ms. Stienstra could attend to administrative duties.

2. After School Program:

Job posted at \$14.25 hourly for after-school helpers. We need more helpers.  
We still have evening and weekend rentals.

- a. New Hires: Juyla Caldeira,

**MOTION:** Chair Sousa motioned to approve the hiring of Juyla Caldeira. Seconded by Christine Crean.

**Vote:** All in favor by voice vote. None opposed. 8-0-0 Motion carries.

- b. Staff Training: Tuesday, August 30<sup>th</sup> with Social Emotional Training  
c. Open House – Thursday, Sept. 1<sup>st</sup> from 4-6:00 pm, Board Members welcome – see flier  
d. Programs:  
i. Milford Regional Hospital - \$3,000 budget for fitness and nutrition programming
  - Donna Boynton suggested a straight donation as MRMC still has a requisition open to fill this position. It's a 6-week rotation. We hope to start in November.  
ii. Social Emotional Program through CHNA 6 Grant (Community Health Network Area)
  - Added to the weekly program in October  
iii. Continued programs
  - September - one program per day
  - October - two programs per day, easing into more programs

Ms. Hill said Franklin Arts wants to run a program one Tuesday per month and donate art supplies. This is real art such as clay and a kiln. They hope to hold an Art Show at the end of the year, and a Fashion Show decorating the front of the building.

Ms. Caproni expressed amazement that other towns want to help MYC. Ms. Hill said Franklin Arts learned about MYC through social media.

- e. Lovin Spoonful's – weekend grocery bags
  - Groceries have a life expectancy
  - We need to be able to accept 100 lbs. of food
  - Friday pick-up as long as we have storage capacity
  - There will be a family sign-up
  - This will be part of after-school programming

3. MYC Kids Play will start in October

- Kids of age 0-5 play group with Joanna

4. Building Updates:

- a. Renovation litigation:  
i. Met lawyer 8/11 who agreed to fix lobby floor; Town provided 2 quotes. Need to go to bid  
ii. Will find out soon when outside work will start  
b. Music/Multipurpose Media Center - bid documents are ready, but the Town has an unfilled requisition for an Engineer  
c. HVAC project estimated to start in September – meeting on 8/18  
d. Safety issues at crosswalk – messaged Police 8/10/22
  - Ms. Ward has rescued kids in the road from being hit by traveling cars.
  - Mr. Levine suggested petitioning the Town for a blinking yellow light.

5. Donation/Grant Updates:
  - a. See newsletter for monthly updates for miscellaneous donations
  - b. AmeriCorps- \$15,000 for year – Paige Osnoe - ask to be included in budget
    - Jen writes the grant to allow MYC into the federal program.
    - Through the Youth Grant, we have a volunteer, full-time staff member for 10 months
    - We're lacking a front desk person.
    - We process 600 registrations each school year with only 3 staff members.
    - Paige knows MYC programs and registrations.
    - This would be a non-benefitted, part-time position.

Ms. Ward addressed Mr. Levine. If the Town isn't pushing for a full-time front desk person, we will increase next year's budget for this person.

**MOTION:** Vice-Chair Rickert motioned to proceed with the \$15,000 AmeriCorps Grant and proceed with hiring Paige Osnoe. Seconded by Chair Sousa.

**Vote:** All in favor by voice vote. None opposed. 8-0-0 Motion carries.

- c. Goldfish Swim School: Milford lessons continue to third child
  - d. YouthWorks Program up and running!
    - Able to overstaff this summer because of this program
    - YouthWorks helped in food service and other departments through end of September
  - e. TDA to start in September
    - Have not had this funding the past 2-3 years
    - It amounts to \$25,000 per year
  - f. Health Foundation of Central Massachusetts Meeting for HVAC grant submitted - should know result in September
    - We submitted for a \$115,000 grant
6. Halloween Event: Friday, October 28 from 6-9:00 pm
  - a. Reached out to Fire and Police for detail as well as to inspect Friday Fright Night safety
  - b. Volunteers needed!
7. Rentals:
  - MYC Rental Agreement, CORI (Criminal Offender Record Information) check
    - Ms. Stienstra discussed with members whether the CORI statement should be on the Signature Page in the general agreement, or a separate page in its own section.
    - Vice-Chair Rickert prefers the CORI statement on the Signature Page in the general agreement. He suggested spelling out the acronym for CORI.
    - Ms. Ward suggested adding legal wording for the rental applicant to accept responsibility for damage and behavior of those they invite to the MYC facility.
    - Ms. Caproni asked that the agreement be emailed to members prior to the next meeting
    - Mr. Rickert asked if there is language in the agreement in the case MYC needs to terminate the agreement after accepting a deposit or payment.
  - a. Birthday Party
  - b. Milford Cheer - provide quotes for September through November

Milford Youth Commission Meeting Minutes  
August 16, 2022

- Ms. Stienstra said 2-3 days per week until November
- c. Volleyball requested January - March
  - We first reached out to Milford Softball and Baseball to get their preferred dates
  - This will be the first time since the pandemic to offer volleyball
- 8. Other:
  - a. Next Meeting: Tuesday, September 6, 2022 @ 6:15 pm  
Ms. Caproni, Ms. Crean, and Attorney Calagione will be absent.
  - b. Vacations:
    - i. Jaime Hill: August 22- 26
    - ii. Jen Ward: August 22-26 (probably not all days)
    - iii. Emily Stienstra – October 14<sup>th</sup>
  - c. Congrats Jay!  
Members congratulated Jay Vaz who accepted a new position with the Town of Milford.

**Adjourn**

**MOTION:** Vice-Chair Rickert motioned to adjourn at 8:05 pm. Seconded by Chair Sousa.

**Vote:** All in favor by voice vote. None opposed. 8-0-0 Motion carries.

Respectfully submitted,

Dale Michaud  
Recording Secretary

*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.*

_____ Ariea Bryan	_____ Chuck Calagione	_____ Sandra Caproni
_____ Christine Crean	_____ Stacy Darling	_____ Darlene Dulude
_____ John Dulude	_____ Brendan Rickert	_____ Steve Sousa
	_____ Jason Vaz	