



TOWN OF MILFORD, MASSACHUSETTS
MILFORD YOUTH CENTER
MILFORD YOUTH COMMISSION
24 Pearl St., Milford, MA 01757
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Milford Youth Commission

In-person Meeting

Date: March 22, 2023

Time: 6:15pm

Members Present: Ariea Bryan, Sandra Caproni, Darlene Dulude, John Dulude, Brendan Rickert, Jason Vaz

Members Absent: Chuck Calagione, Christine Crean, Stacy Darling, Steve Sousa

Staff Present: Dale Michaud, Emily Stienstra, Jen Ward

Call to Order

At 6:26 pm, Chair Rickert called the meeting to order and performed the roll call.

A. Invitation to Speak - None

B. New Business

1. Approve Meeting Minutes: 2/7/23

Motion: B. Rickert moved to approve the meeting minutes of 2/7/23.

Seconded: D. Dulude

Roll Call Vote: A. Bryan, yes; S. Caproni, yes; D. Dulude, yes; J. Dulude, yes;
B. Rickert, yes; J. Vaz, yes. None opposed.

Motion Carries: 6-0

2. Fund Balance as of 3/8/23: \$ 86,204.94

Most spending from the Revolving Fund is for part-time staff and March Madness.

3. Signing of warrants:

i. 22-33 Maintenance Account for \$1,943.43

This is the annual fee for the sign-in and two W.B. Mason bills.

ii. 22-34 Maintenance Account for \$50.90 - Verizon cell phone

iii. 22-34 Revolving Account for \$338.00

This is for the Host Caterer web site domain and imprint graphics for tee-shirts for March Madness.

iv. 22-35 Maintenance Account for \$800.99 - Custom alarm, Fish Works, web site domain

v. 22-35 Revolving Account for \$3,750.00 - Social capital installment

vi. 22-36 Revolving Account for \$101.94 - Oriental Trading summer camp supplies

vii. 22-37 Revolving Account for \$214.90

This is for Crown Trophy for trophies for March Madness and transportation to Gillette Stadium for summer camp (soccer game and activities).

Motion: **B. Rickert moved to approve signing the following warrants:**
22-33 Maintenance Account for \$1,943.43
22-34 Maintenance Account for \$50.90
22-34 Revolving Account for \$338.00
22-35 Maintenance Account for \$800.99
22-35 Revolving Account for \$3,750.00
22-36 Revolving Account for \$101.94
22-37 Revolving Account for \$214.90

Seconded: **S. Caproni**

Roll Call Vote: A. Bryan, yes; S. Caproni, yes; D. Dulude, yes; J. Dulude, yes;
B. Rickert, yes; J. Vaz, yes. None opposed.

Motion Carries: **6-0**

- 4. Golf Fundraiser Update:** <https://milfordyouthcenter.org/2023/01/17/myc-golf-tournament/>
Organizing was easier because of guidance from the YMCA as well as large donations.
- Volunteers Gail and Judy have enthusiastically solicited businesses for gift cards and cash.
 - Capacity for foursomes has been reached and there is a waiting list.
- Members congratulated MYC Staff for a wonderful job organizing the event!

i. Sponsors secured:

1. Petro Home Services– Gold Lunch and Putting Contest sponsor for \$3K!
2. Ayr Wellness – Party Package Sponsor for \$1.5K!
3. Hillview Equipment Parts – Golf Cart Sponsor for \$1K!
4. Plumb House Inc. – Beverage Sponsor for \$500!
5. Rockland Trust – Beverage Sponsor for \$500!
6. Hockomock Area YMCA – Hole in One Sponsor for \$300!
7. Signs Plus-Hole in One Sponsor for \$300!
8. Milford Girls Softball League – Tee Sponsor for \$150!
9. BluSky Restoration Contractors – Tee Sponsor for \$150!
10. Honey Dew Donuts of Milford – Tee Sponsor for \$150!
11. Crystal Roots Energy Medicine – Tee Sponsor for \$150!
12. Central Tavern – Tee Sponsor for \$150!
13. Braza & Mancini Inc. – Tee Sponsor for \$150!
14. Middlesex Savings Bank – Tee Sponsor for \$150!

ii. We are still looking for the following sponsors:

1. Presenting sponsor for \$5K
2. Hole in One Sponsor for \$300 – two more sponsors needed
3. Tee sponsors for \$150 – unlimited
4. Currently have 20 of 22 foursomes complete! Only 2 left besides presenting sponsor!

- 5. Town Meeting Warrant: Monday, May 22, 2023 - Town Hall or remotely**
- i. Music/Multipurpose media center- see attachment**

- The original budget was \$75,000.
- We went to bid but quotes came in at \$134,980 and \$147,000. Solutions include:
 - Lessen the scope and go to bid again.
 - Cap the budget with funds raised by MYC with Town financial assistance.
 - Rick Villani has a placeholder if we go to Town Meeting.
 - Reach out to State Representative, Brian Murray, for funding.

Motion: **B. Rickert moved to proceed with the warrant at Town Meeting for additional funding for the Media Center.**

Seconded: **D. Dulude**

Roll Call Vote: A. Bryan, yes; S. Caproni, yes; D. Dulude, yes; J. Dulude, yes;
B. Rickert, yes; J. Vaz, yes. None opposed.

Motion Carries: **6-0**

ii. 12-15 passenger van – October 2023

This will be a Capital project for October.

6. Email/IT issues

- IT department is understaffed; Ms. Abrantes working without a PC; wi-fi is intermittent; MYC email redirects to people's Spam interfering with program deadlines; MYC staff resorting to phone communication, falling behind in workload.

7. FT Staff reviews

- All full-time staff need an annual review at this time.
- Ms. Ward's first year performance was reviewed but not shared with her.
- Chair Rickert will seek guidance from Human Resources.

8. FY 24 Budget approval

- Proposed FY2024 Budget \$225,305
- Maintenance building/grounds remains the same at \$10,000
- Add \$5,000 for office supplies
- Add \$1,000 for Constant Contact instead of Mailchimp
- Add \$15,000 for unclassified miscellaneous
- Add \$10,000 for one staff member (need a front desk person)
- AmeriCorps person is not a front-desk position
- Members reviewed salaries in detail

Motion: **B. Rickert moved to approve the FY2024 Budget Request.**

Seconded: **D. Dulude**

Roll Call Vote: A. Bryan, yes; S. Caproni, yes; D. Dulude, yes; J. Dulude, yes;
B. Rickert, yes; J. Vaz, yes. None opposed.

Motion Carries: **6-0**

9. Town Annual Report- see attachment

- 2022 Annual Report was reviewed.
- Document may be converted to a report summary using ChatGPT chatbot.

C. Directors Report:

1. After School Program:

- a. After School Calendar and additional program fliers attached
- b. Attendance, dinner and snack numbers: February 2023 – see attachment
More than 170 kids were in attendance on March 21st.

2. Building Updates:

- a. Renovation litigation:
Board member, Jay Vaz, handled communication and interaction. He attended a meeting with the attorney and the company hired to conduct water studies. They decided to do destructive investigation, putting holes in the wall at 3 to 5 locations.
 - i. SJG Investigation 3/8/23
 - ii. OMR/WJE Site Visit 3/24/23
 - OMR was the architectural firm which went out of business.
 - The contractor also went out of business.
 - WJE is an investigation firm looking at the area before destructive testing begins.
 - Work will begin in April.
 - iii. Outside work to begin on April 3, 2023
- b. Music/Multipurpose Media Center – Bid results- see attachment (\$135K and 145K)
 - i. Lessen scope – budget?
 - ii. Request to State Rep. Brian Murray for earmark
 - iii. Town Meeting Warrant for difference
- c. HVAC project in progress –Health Foundation of Central Massachusetts Meeting grant for \$115,250.00 – 3/20/22 start up
 - Board member and volunteer, Jay Vaz, documented damage with photographs.
 - Mr. Vaz is focused, oversees the project, and cares about MYC.
 - It is the worst job for prepping and cleaning space.
 - They agreed to do most of the touch-up work.
- d. Electrical upgraded: Stage and basement lighting, upstairs outlets, Gym outlets, storage areas, clocks installed

3. Donation/Grant Updates:

- a. See newsletter for monthly updates for misc. donations: <https://conta.cc/3lyLLO1>

There has been a lot of support from the community as always!

- b. YouthWorks Grant budget submitted:
 - i. Tier 2: \$16.25/hour: Goal 20 students – entry level placements
 - ii. Tier 3: \$17.50/hour: Goal 10 students returning and good career fit path
 - iii. Tier 4: \$18.75/hour: Goal 3-5 participants with future employment after summer
 - YouthWorks Grant budget submitted \$300,000 total; \$200,000 for school year
 - We're just going to have YouthWorks for our building.
 - Summer program is for all agencies. Last year's budget was \$100,000 for the summer. People are being paid more and there is overtime available. More kids are applying and we have lowered the program entrance age.

4. Other Events:

- a. MYC March Madness: Mondays & Wednesdays in March
 - 77 kids participated today. Jay Vaz volunteered. It was very fun.
- b. YMCA Golf Tourney – Friday, 5/5/23 (Cinco de Mayo) – summer camp scholarships
- c. 8th Annual Milford Beautification Day– April 22nd, 9-1 pm
 - Citizens have reached out to participate. MYC Board members, John & Darlene Dulude, will participate.
- d. CraftRoots Fundraiser - Friday, September 15, 2023
 - Funds are for free, afterschool, summer programming.

5. Rentals:

- a. Current and future rentals/MYC programs: <https://tinyurl.com/MYCrentals>
 - This is the end of the rental season which met the \$40,000 goal.
 - Rentals run 5 days weekly.
 - When the a/c project is done, market that MYC has an air-conditioned Gym.
 - Volleyball rental has been lucrative (over 500 people this year).
- b. Damage 3/4-3/5 weekend

Damage occurred to the Gymnasium wall during a rental.

 - There is a baseball sized hole in the Gymnasium sheetrock wall.
 - Members discussed how to protect the Gym walls with mats.
- c. Policy on insurance required with attendance of 100+
 - Members discussed renters purchasing insurance with a set number of people.
 - Birthday parties would not require insurance.
 - Fill out the on-line form to determine event size to staff event appropriately.
 - Members discussed the influx of 600 persons who descended on MYC.
 - Over 100 people arrived for a rental without on-line registration.
 - Forms had to be filled out on-the-spot with no front-desk person.
 - Both the renter and staff were overwhelmed with 600 participants.

- Some participants do not wish to share contact information.
- Parking was an issue on the weekend.

- Staff need to know how many participants to expect for appropriate staffing.
 - Gym capacity is 700 people.
 - Determine that all participants have filled out on-line form in advance.
 - Renter to provide attendance list for MYC staffing ratio (possibly 4 staff).
- Volleyball rental program used 550 on-line forms in a 3-month period.
- Basketball youths filled out an on-site form using fake address and names.
- MYC does not have front-desk capacity to process on-site forms.

MYC Staff and Board members will develop a resolution at a future meeting.

6. Upcoming Meeting: Tuesday, April 10, 2023 @ 6:15

Adjourn

Motion: S. Caproni moved to adjourn the meeting at 8:05 pm.
Seconded: B. Rickert
Roll Call Vote: A. Bryan, yes; S. Caproni, yes; D. Dulude, yes; J. Dulude, yes;
B. Rickert, yes; J. Vaz, yes. None opposed.
Motion Carries: 6-0

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.

A. The Hopedale Gym would like to use the MYC boxing facility.

- Members discussed allowing access to either or both the Gym and/or boxing ring.
- Members discussed the rate:
 - \$50 boxing ring (non-resident rate)
 - \$70 Gym & boxing ring (non-resident rate)

B. Members discussed and Board members agreed to two front desk AmeriCorps persons (one in the a.m., one in the p.m.) at the cost of less than one MYC person.

- Paige Osnoe gave her two-week notice.
- Iliana Gonzalez may want an AmeriCorps position next year.
- MYC will need another person next year.

C. The student with a "no trespassing status" has reentered high school.

- Aaron Anniballi wants to mentor and work with him.
- Members discussed a strategy:

- Are his grades improving?
- Invite Aaron Anniballi to speak with MYC Board members.

D. Milford Town Pool will not be available as promised

- Summer Camp calendar one week from distribution promoting access to Town pool
- Hockomock YMCA agreed to pool use, but transportation to Hopkinton is an issue.
- Goldfish Swim School agreed to pool use to replace 3 days if Town pool unavailable.
- Maybe use both facilities

E. Sidewalk safety:

- Staff almost witnessed a youth get hit by a small bus.
 - Small bus #10 driver exited the small bus to remove sign in crosswalk.
 - Youths crossed in crosswalk but almost got hit by the small bus #10.
 - Big buses are able to get around the sign in the crosswalk.
- A staff member pulled the child out of the crosswalk.
- Ask Representative, Brian Murray, to reach out to the Town for video evidence.

F. Class of 2025 asked for a raffle item through Aaron Anniballi to raffle off at graduation:

- Either one week of Summer Camp or a 2-hour rental

G. Potential vote to release Executive Session meeting minutes from 2018 to present in response to a public records request through Rick Villani.

- Sandra Caproni will try to produce the documents.
- MYC Board would need to vote to release the minutes.

Name

Date

Documents used

- | | |
|--|--------------------------------------|
| ➤ MYC Agenda 3/14/23 | ➤ Nutrition Program Flyer |
| ➤ MYC Meeting Minutes 2/7/23 | ➤ MYC Youth Council |
| ➤ MYC Funds Report | ➤ MYC Tutoring Services |
| ➤ Golf Tournament Flyer 5/5/23 | ➤ Lovin' Spoonfuls Food Rescue Flyer |
| ➤ Town Meeting Warrant Article Form | ➤ Hockomock YMCA Mobile Food Pantry |
| ➤ 2022 MYC Annual Report | ➤ Kids' Play Flyer |
| ➤ After-School, Snack and Dinner Program | ➤ Senior Walking Flyer |
| ➤ MYC March Calendar | ➤ Adult Open Gym Flyer |
| ➤ Book Club Flyer | ➤ YouthWorks Summer Employment |
| ➤ Dance Flyer | ➤ Media Room Bid Opening Form |
| ➤ Lifeskills for March: Woodworking | |