



TOWN OF MILFORD, MASSACHUSETTS
MILFORD YOUTH CENTER
MILFORD YOUTH COMMISSION
24 Pearl St., Milford, MA 01757
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Milford Youth Commission Minutes
In-Person Meeting

Date: December 14th, 2021

Time: 6:15pm

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

In-Person Members Present: Steve Sousa, Stacy Darling, Darlene Dulude, John Dulude, Sandra Caponi, Chuck Calagione, Brendan Rickert, and RJ Sheedy.

Phone Members Present: Ariea Bryan

MYC Employees Present: Jen Ward, Ian Mick

Others Present: David Levine (FinCom) Persis Thorndike (NAEP)

Meeting called to order by Brendan Rickert, seconded by Darlene Dulude, **all in favor voice vote- Unanimous**

Part A: Invitation to Speak

- **Persis Thorndike from NAEP**
 - NAEP runs the “nation’s report card” which compares students across the nation for their proficiency in education. Typically, they conduct testing and training in libraries but they are closed due to COVID and they need to find publically available spaces. Massachusetts is still one of the highest performing states but they need to understand “the damage being done from COVID”.
 - Darlene Dulude- What would this entail?
 - Persis- Two days of 9-3pm. Need to have space to spread everyone out to be within federal guidelines
 - Darlene- How many people?
 - Persis- 5 teams of 3-4 people, 25 kids with tablets
 - Darlene- Would this physical space (board meeting room) be adequate?
 - Persis- The gym would be overkill but the board meeting room would work
 - Sandy Caproni- Are you only looking for two days?
 - Persis- It would be either 4-6 days
 - Chuck Calagione- What time of day?
 - Persis- 8-2pm or 9-3pm

- Darlene- Weekdays or weekends?
- Persis- Weekdays
- David Levine- Have you contacted the senior center?
- Persis- No but all of us have been vaccinated and have passed FBI background checks
- Jen Ward- yes but there's a 45 minute cross over with times and they still need a CORI
- Darlene- When would you be doing this?
- Persis- January 12th, 13th, 14th, 15th, 18th, 19th, 20th, 21st
- Darlene- Where are these people coming from?
- Persis- From all over the state
- Stacy Darling- given that your program supports Boston, will they have an issue coming out here to attend the classes?
- Persis- They will come out to here
- Brendan Rickert- What about weather conflicts, January can have snow storms?
- Jen- There shouldn't be an issue if things have to move
- David- I work for a real estate company and I can look into Boston locations
- Persis- That could work but I'm concerned about costs
- David- What's your budget?
- Persis- \$50 a day
- Brendan- Are you a non-profit?
- Persis- No, Westat is a for-profit company
- Brendan- Westat had a revenue of \$500 million in 2016
- Darlene- Are you salaried?
- Persis- No
- Darlene- Can this be done virtually?
- Persis- No they have to practice setting up the room/space
- David- Would you provide insurance/liability?
- Persis- I would have to speak to my manager about that
- Sandy- The board had to work in a very specific way through the Select Board to establish rental policy. There are requirements for for-profit companies that complicate the rental.
- Persis- I didn't know all of that but I wanted to bring this to you.
- Stacy- I want to get this straight, what is your role? Are you a sub-contractor of NAPT?
- Persis- Westat owns NAEP, I work for their sub-contractor. This is part of my job, I have to ensure that the trainings are standardized.
- Brendan- Have you filled out a rental application and when do you need a decision by?
- Persis- I have not filled out the application
- Brendan- because we need to plan
- Persis- How much time do you need?
- Steve- It really depends on your timeline
- Persis- I need a decision as soon as possible. Thank you for your time.

- **Persis leaves the meeting room**

- Steve- What are everyone's initial thoughts?
- RJ Sheedy- Stated his concerns and wasn't sure if we're the right fit
- Sandy- We cannot give them free space

- Jen- If we charged them the correct rate of \$25/hour, 2 days for 6 hours is \$225
- Sandy- It's a slippery slope with a for-profit
- RJ- The time/distance away from Boston is a challenge
- Jen- We don't do free rentals/discounts with for-profits
- Ariea Bryan- I'm also concerned about all of this. Doesn't seem like Persis has the authority to be making the calls
- Sandy- She's very nice, good heart but we cannot give away for free
- Steve- She originally said in her email that she's a non-profit
- Stacy- They should be able to pay for the space
- Sandy- it's a bad precedent to set and with how we had to go through the policy and procedures at length
- Stacy- I like the idea at full cost, if they want to pay for it they can come
- Sandy- they have to be out by 2pm but I agree with you, has to be full rate
- Jen- would we extend the COVID discount?
- Brendan- any custodial charges?
- Jen- No
- Darlene- if she agrees to the money, but be very clear about policies
- Steve- They need to provide the insurance forms.
- **Steve Sousa motions to allow them to rent for full rate and agree to our terms seconded by RJ Sheedy. All in favor by voice vote- unanimous.**

Part B: New Business

- Steve Sousa review of first agenda item – **Welcome/Introduction of Ian Mick and Stacy Darling**
- Steve Sousa review of second agenda item- **Approval of Meeting Minutes 8/9/21, 8/18/21, 10/7/21, 11/4/21, 11/20/21**
 - Minutes from 8/9/21 and 8/18/21 were previously approved by the board but have to be re-voted on.
 - 8/9/21- Motion by Sandy Caponi, seconded by Darlene Dulude. Vote by those who attended that meeting- **unanimous** (Brendan Rickert, Chuck Calagione, John Dulude, Darlene Dulude, Sandy Caponi)
 - 8/18/21- Motion by Brendan Rickert, seconded by Sandy Caponi. Vote by those who attended that meeting- **unanimous** (Sandy Caponi, Ariea Bryan, RJ Sheedy, Chuck Calagione, John Dulude, Brendan Rickert)
 - 10/7/21- Motion by RJ Sheedy, seconded by Brendan Rickert. Vote by those who attended that meeting- **unanimous** (Brendan Rickert, RJ Sheedy, Darlene Dulude, John Dulude, Chuck Calagione, Ariea Bryan)
 - 11/4/21- Motion by Darlene Dulude, seconded by John Dulude. Votes in favor- Brendan Rickert, Sandy Caponi, Ariea Bryan, John Dulude, Darlene Dulude. RJ Sheedy abstained. **Motion passed.**

- 11/10/21- Motion by Brendan Rickert, seconded by RJ Sheedy. Vote by those who attended that meeting- unanimous (Steve Sousa, Darlene Dulude, John Dulude, Chuck Calagione, Brendan Rickert, RJ Sheedy)
- RJ Sheedy review of third agenda item- **Proposed Re-Organization**
 - RJ asked to pass over this item until there's more information from Rick Villani
- Steve Sousa review of fourth agenda item- **Hiring of Scribe to take meeting minutes**
 - Jen Ward contacted Rick Villani to ask for guidance on the issue. Rick referred Jen to Liz Fernandez who said that we could fill the role immediately if we agreed to pay for the position for the rest of the town fiscal year at which point the town could budget for the increase. The cost would be approximately \$2,500
 - RJ Sheedy said the School Committee pays someone for this position. Jen confirms that other boards also have theirs paid for.
 - Sandy Caproni said that we should move forward if we have the funds. Jen confirmed that there is enough for this.
 - Steve Sousa asked "when should we start?"
 - Sandy said it's a lot of work for Brendan or anyone else who does this, we should do this immediately.
 - RJ asked "how big of a hit would this be to our budget?"
 - Jen said we're in a good spot for a few months to move forward with this
 - Brendan Rickert said he is conflicted with asking the town for more money given how much of an investment that has been made to the center but the Town Administration is asking for a highly-detailed set of meeting minutes and we should be in line with other boards and best practices.
 - Steve "it's already cost us a board member"
 - Sandy asked what is the pay rate
 - David Levine said he would have to check
 - Jen- the action is to ask Liz about the process and take the money out of the revolving account as long as it doesn't exceed \$2,500.
 - **Brendan motions to take the next step towards hiring a scribe, seconded by Steve- All in favor by voice vote- unanimous.**
 -
- RJ Sheedy review of fifth agenda item- Future dates of meeting schedules
 - RJ noticed on the Youth Commission page on the Town website that future dates were not posted. In order to better serve the public, he wanted to lock in the dates for the remainder of the fiscal year in 2022.
 - The dates are January 11th, February 8th, March 8th, April 12th, May 10th
 - **Steve Sousa motions, seconded by RJ- All in favor by voice vote- unanimous.**
- Jen Ward review of sixth agenda item- **Craftroots fundraiser**
 - Jen- Craftroots has reached out asking about the annual March fundraiser which was cancelled in 2020 and moved to September in 2021. The event was held in March around town elections to get more people to come as a "meet the candidates" type of event but the event in September was better with the ability to be outside and nice weather.
 - Darlene Dulude- March may be difficult to plan given the new variant

- RJ- with two years off, we can now start a new tradition in September
 - Stacy Darling asked if there was any discrepancy between fundraising
 - Jen- we didn't charge for tickets this past September due to the various changes so it was less but we would return to that for 2022
 - RJ asked is there an immediate need that would be missed if we waited until September
 - Jen- we're in a good spot and can wait
 - Darlene- and Jen raises a ton of money
 - Steve Sousa to Jen- you single handedly got us through COVID
 - No vote taken due to a need to communicate with Craftroots to see if September is available.
- Brendan Rickert review of seventh agenda item- **Youth Commission webpage on Town website**
 - Brendan- The page does not have a lot of information and is slightly out of date. We should get information on the page to make it easier to use.
 - Jen Ward will reach out to IT to get information up to date
 - **No vote taken**
- Jen Ward review of eight agenda item- **Health Department updates**
 - These updates will occur every month the Friday before meetings
 - Mask mandate is back in place in all municipal buildings
 - Steve Sousa- we will adapt as needed but keep going forward
 - RJ Sheedy- High school un-masking probably won't go through at this point
 - Chuck Caligone- Courts are also starting to shut down
 - **No vote taken**
- Brendan Rickert review of ninth agenda item- **Review of discussion with Select Board**
 - Generally, the Select Board is in favor of lowering membership but want to see data. They will sponsor it at town meeting, just want to follow the process. The Select Board is committed to not going over the current 11 members
 - RJ Sheedy- I trust the board (Select Board) but want to make sure future boards don't over-ap-point.
 - Chuck Caligone- We did discuss having student members, which we did like that idea
 - RJ- there is a student rep on School Committee
 - Stacy- we should be at whatever the max capacity is
 - Brendan Rickert- the max is 21
 - Sandy- traditionally we've only been at 9, only recently did we expand to 11.
 - Chuck- when the law changed in 1995 there was a ton of appointments but a lack of commitment. There is an 8th grade project to get more involved in civics, get students to learn to be involved early, encourage voting
 - David Levine- we should change local elections too
 - Stacy- what is the typical number for other youth commissions?
 - Brendan- In the limited research I've done, it ranges from 7-15 members in other towns. Most towns around us do not have a commission.
 - Steve Sousa- we will continue to work with the Select Board and have this for Town Meeting Spring Warrant
 - **Note vote taken**

- Jen Ward review of tenth item- Signing of Warrants:
 - 22-19 Revolving Account for \$30.40
 - 22-21 Revolving Account for \$93.76
 - 22-19 Maintenance Account for \$92.72
 - 22-21 Revolving Account for \$130.94
 - 22-21 Maintenance Account for 45.52
 - 22-22 Maintenance Account for \$164.90
 - 22-23 Maintenance Account for \$93.50
 - 22-24 Maintenance Account for \$5.99
- **Steve Sousa motions, seconded by RJ Sheedy- All in favor by voice vote- unanimous.**

Part C: Directors Report

- Jen- question from previous meeting about water, the town mostly uses another brand and she will look into that cost.
 - Stacy Darling- does the Town do procurements for things like this?
 - Brendan- we asked about that and it does not seem to be the case
- Assistant Director starting rate: \$28.42 from the Personnel Board, this is a correction from an initial mistake
- After school program-
 - RJ Sheedy- there seems to be a huge need in town
 - Chuck Caligone asked if the food program is still federally paid for, which it is
 - Sandy Caproni- pictures on social media look great
 - Staffing: Part-Time staff hires: Ciana Desena & Jaden Agnew (transfer), Paul Ault (new-hire); 4 summer camp staff returning for break – only action for Paul
 - RJ asked if there's any anticipated future staffing issues
 - Jen- potential conflicts with rentals, still need a health coordinator
 - **Steve Sousa motions for new hire Paul Ault, seconded by Brendan Rickert- All in favor by voice vote- unanimous.**
- Continuing with current path for health guidelines
- Rentals
 - ALS Tournament recap
 - Jen- From Jay the police detail promised from Mr. Walsh was not provided. Jay recommended a custodian for the entire duration of the event. Kids were throwing up, lots of trash, hard to keep up with. Jay had to stay late to clean everything
 - Steve- thank you to Jen for getting this done.
 - John Dulude- How much did the event raise?
 - Jen- Unsure but have heard around \$50,000
- December 21- April 22 Calendars
 - Based on previous comments we want to show how busy this building truly is
 - Ian- new basketball rental for December, new rental through March (Respet Center), extended Senior walking hours, new soccer group rental in January and February, March- Milford baseball added some more days
 - Every day except Sundays in February and March is filled, similar to 2021 levels.
 - RJ- Can we share this with the Select Board?

- Jen- we're looking to put this directly on the website
 - Ian- we're switching on how we prepare this so it can go directly to the website
 - Jen- and Ian has implemented a new invoice system
- Breakdown of rentals- example of Milford Softball
 - Ian- other YMCAs- \$450 an hour, churches \$150
 - David Levine- does Softball do any other donations?
 - Jen- yes they donate a lot, nets for the batting cages for example
 - RJ- I was going to ask why are they getting a discount but I now understand why
 - Sandy- they're using the space properly and respecting the place
 - Stacy- the context of how much they give helps with this discount
 - **Steve Sousa motions for discount, seconded by Ariea Bryan- All in favor by voice vote- unanimous.**
- MYC AM December programs
 - Health board approved to go forward with 0-5 group once a week
 - \$5 donation per session, parents/guardians must stay
- Senior Walking – Tuesday mornings from 10:30 am – 12:00 pm (looking to add one more day in January)
- Building updates-
 - Looking to start design work for Dance Room: Emailed Town Engineer on 11/1 and 11/2 to do RFP for architect to design the space; Spoke to Town Admin that we can proceed on design work without an RFP on 11/19. Revised quote from \$8,000 to \$9,900 from 2 years ago.
 - Brendan- will this account for the water that we get?
 - Jen- this is the same builder who did the previous work and is aware
 - John asked about the ongoing leaking issue
 - Brendan- the Select Board instructed the Town Counsel to pursue damages but it's unclear where this stands
 - Jen- we have the funds and we should move forward
 - David- should this wait until the HVAC is installed?
 - Jen- this will not primarily effect this space
 - RJ- is this increase something you're comfortable with?
 - Jen- Over 2 years, yes
 - Darlene- it's a reasonable increase
 - **Steve Sousa motions to move forward with the project, seconded by Brendan Rickert- All in favor by voice vote- unanimous.**
- Snowguard's update and install estimated to start January 2022:
 - MYC will have to cover half of \$4K increase due to the need to add blocking: This is the actual structural component of the system that can handle the load / force created from the snow guards holding snow and ice back. It is essentially a "block" of wood, that is installed and is stronger than the plywood / roofing system that is in place. The snow and ice creates a force on the snow guard that is parallel to the slope of the roof line and ends up being perpendicular to the snow guard itself, so if the snow guard was to just simply be "screwed" into the plywood / roofing system that is there (without blocking), they could just tear away from the roof, resulting in danger below the area and damage to the roof. - Attached are the plans associated with the snow guards, the last page, detail number 7, shows a cross section of the snow guards, the blocking is shown as wood blocking (essentially a block of wood that is stronger than the plywood) and these are

installed where the brackets (stronger part) of the snow guards are attached through the roof and into the blocking.

- o John- are the existing snow guards blocked?
- o Jen- Yes
- o John, Why wasn't this initially included?
- o Jen- It was a mistake but the Town will split the difference
- o Sandy- after what happened last year we need this otherwise people and property can get hurt/damaged
- o **Brendan Rickert motions to approve the additional funds, seconded by Sandy Caproni- All in favor by voice vote- unanimous.**
- HVAC- contract signed with ENE
- Fence accidentally damaged by the Highway Department during leaf pick up but fixed on 12/7/21
- Donations update-
 - o \$1,325 – The Agnes M Lindsay Trust- Grant for AED machine, Francoise helped secure the donation
 - o \$1,000 – Nouria Energy Corp.
 - o \$1,000- Chick DeGeorge
 - o \$2500 donation from Benjamin Moore
 - o **\$650 from SOMEONE**
- Holiday giving campaign-
 - o United Way of Tri-County- 70 sponsored
 - o Amazon- 40 sponsored
 - o Waters Corp- 12 sponsored
 - o Goldfish Swim School- collection
 - o West St. Auto Body- collection
 - o Stacy Darling nominated the MYC for inclusion in Benevity Causes Workplace Giving Program
 - Stacy- part of giving Tuesday. A lot of corporate sponsors are doubling or tripling donations. Expecting \$1,500
 - o Individual sponsors-
 - Carly Fauth
 - Beth Fraunfelter
 - o Franciose working on a grant to create social emotional learning program for kids and training for staff
- Former board member Ron Taylor is very sick
 - o Darlene- He did so much for the center
 - o Sandy- he shaped this center
 - o Jen was asked to write a life story, he is donating his samples for research when he passes
 - o Sandy- he did everything around the center
- Other
 - o Staff carry over time-
 - Jen 10 days
 - Alex 6 days
 - Ian VTO- January 7-14 2022