



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



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

In-Person Meeting

**Date:** March 19, 2024

**Time:** 6:30 pm

**Minutes**

**Members Present:** Chuck Calagione, Christine Crean, Stacy Darling, Darlene Dulude, John Dulude, Gail Jussaume, William Farrell, Jason Vaz

**Members Absent:** Ariea Bryan, John Capece, Brendan Rickert

**Staff Present:** Dale Michaud, Emily Stienstra, Jen Ward

**Call to Order**

At 6:37 pm, Stacey Darling called the meeting to order and performed the roll call.

**A. Invitation to Speak:** S. Darling thanked Board members for their support this past month.

**B. New Business**

**1. Approve Meeting Minutes: 2/27/24 Executive Session**

This item was postponed to next meeting.

**2. Fund Balance as of 3/7/24: \$123,592.96**

Since the last meeting, MYC has spent \$10,000 in State grant funds with another \$10,000 to be spent for the floor. We are waiting on windows.

**3. Signing of warrants:**

- i. 24-29 Town Budget \$139.00 - Fish tank expenses
- ii. 24-29 Revolving Account \$500.00 - Deposit for Shining Rock Golf Tournament
- iii. 24-31 State Grant Account: \$9,750.00 - Painting for Movie/Multipurpose Center
- iv. 24-31 Revolving Account \$69.24 - Angle Financial for Nutrition Program groceries
- v. 24-32 Revolving Account \$272.47 - Cooking supplies, mileage-J. Abrantes, golf signs, Fashion Show sign
- vi. 24-32 Town Budget \$6.69 - Ready Fresh, water jugs
- vii. 24-33 Revolving Account \$567.00 - Import Graphics, March Madness tee-shirts
- viii. 24-33 Revolving Account: \$15.50 Crown Trophy, placard for Volleyball Tournament
- ix. 24.37 Revolving Account: \$2.55 - Mileage-J. Ward
- x. 24.37 Town Budget: \$1,970.00 Xavus Solutions-annual fee for Front Desk monitoring system; Fish Works bill
- xi. 24.37 State Grant Account: \$760.00 Braza & Mancini, vending machine outlet; fix hot water tank, upstairs ceiling
- xii. 24-38 Town Budget: \$8.99 Ready Fresh, delivery cancellation fee
- xiii. 24.38 Revolving Account: \$1,159.63 Summer Camp supplies, deposit for 1 field trip

**Motion:**

**S. Darling moved to approve signing the following warrants:**

24-29 Town Budget \$139.00	24-33 Revolving Account \$15.50
24-29 Revolving Account \$500.00	24-37 Revolving Account \$2.55
24-31 State Grant Account \$9,750.00	24-37 Town Budget \$1,970.00

24-31 Revolving Account \$69.24	24-37 State Grant Account \$760.00
24-32 Revolving Account \$272.47	24-38 Town Budget \$8.99
24-32 Town Budget \$6.69	24-38 Revolving Account \$1,159.63
24-33 Revolving Account \$567.00	

**Seconded:** C. Crean

**Vote:** A. Calagione, aye; C. Crean, aye; S. Darling, aye; D. Dulude, aye; J. Dulude, aye;  
G. Jussaume, aye; W. Farrell, aye; J. Vaz, aye. Unanimously approved.

**Motion Carries:** 8-0

**4. Staff Training:**

- i. First Course: Tackling Tough Conversations with Emotional Intelligence

Three staff completed the on-demand, webinar course. They appreciate the course was prepared by a municipal agency geared toward municipal employees.

- ii. Second Course: Empathy and Emotional Intelligence: The Customer Connector - On-demand

- iii. Meetings every Friday with Board Representative

Members are grateful for the outlet to communicate weekly with the Board.

**5. FY25 Budget and Employee Request**

Finance has approved the budget. The spreadsheet, Budget Input Sheet, Town of Milford, MA, was reviewed detailing expenses for the categories: 2023 Actual Expended, 2024 Original Budget, and 2025 Proposed Budget. The budget is 3% over expectation due to the Compensation Study. J. Ward spoke with D. Levine to justify the increase.

**6. SCI AmeriCorps Update**

The partnership is reviewed annually to discuss expectations and changing goals. With AmeriCorps' permission to apply, J. Ward would write the grant. **ACTION:** A Board member will discuss expectations with AmeriCorps' management on 3/22.

Members discussed the challenges of staffing the Front Desk with part-time AmeriCorps members with changing schedules and expectations. To no avail, since 2018, MYC has proposed the Town fund a full-time person for stability. The AmeriCorps partnership was intended to build youth leadership, not attend the Front Desk.

MYC needs one person who is not from the Milford community to focus on youth development. AmeriCorps is based in Woburn which is not in close proximity to Milford.

Members discussed whether to utilize the leadership aspect of the AmeriCorps program which assigns a project that demonstrates a benefit to the MYC community. There have been 13 kids involved and 25 kids rotating through the program. Due to transitions in staff, AmeriCorps did not meet monthly with MYC and communication suffered as a result.

AmeriCorps members, who attended MYC as youths and returned to contribute, were devoted to the process and contributed significantly to the enthusiasm of MYC members.

Members discussed alternate programs such as YouthWorks or Social Capital. The Board will continue the youth leadership discussion at the next meeting.

MYC staff seek education from law enforcement on challenges facing Milford youth.

**ACTION:** Police Special Operations will be invited to attend a Board meeting to discuss training and open dialogue. Staff will connect with the school Safety Officer.

7. **First read through of proposed By-Laws** - This item was postponed to the next meeting.
8. **First read through of proposed rental changes** - Postponed to the next meeting

**C. Directors Report:**

**1. After School Program:**

- a. February program update: Attendance and food numbers – see attachment  
Average of 72 children with 26 snacks and dinners. March will bring increase.
- b. March program calendar - see attachment
- c. Upcoming programs – see fliers

**2. Building Updates: Music/Multi-purpose Media Center Discussion**

On 2/6/24, J. Ward submitted contact information and reached out on 3/13/24 to see what else is needed. The Town secured the contract. The project was not cut from the State budget. Land across the street is being surveyed. The crosswalk is a topic for tonight's Planning Board meeting.

**Donation/Grant Updates:**

- a. See newsletter for monthly updates for misc. donations: <https://conta.cc/3RXgM46>
  - i. March Newsletter: <https://myemail.constantcontact.com/MYC--March-2024-Newsletter-.html?soid=1011365871098&aid=SpBuX985BWo>
- b. YouthWorks Program  
MYC will ask for less money in line with what can realistically be spent.

**3. Other Events/Programs:**

- a. March Madness - month of March  
This was a super fun month!
- b. Fashion Show 3/15/24 - see pamphlet  
D. Rose created the pamphlet. J. Dulude and J. Vaz helped build the stage.  
G. Jussaume and D. Dulude helped organize the event for the first time since 2019. Thanks to Board members and Community volunteers for a phenomenal event!
- c. MYC second Annual Golf Fundraiser - Friday, 5/10/24  
G. Jussaume is collecting raffle prizes with only 1.5 foursomes and two sponsors left to fill.
- d. September date for CraftRoots – all Fridays are available (Pub Kings booked for 9/13)  
Pub Kings are well suited for the MYC community; members agreed to 9/13/24.

**4. MYC Summer Camp 2024:**

- a. Pool scheduled to be ready by 5/1  
E. Stienstra and J. Abrantes have secured all summer field trips and supplies!!!  
L. Kay is finalizing a festive calendar this year to be unveiled in the April newsletter.
- b. The Parks Dept. is also letting us use the Disc golf course this summer!
- c. Camp dates: 7/8/24 - 8/16/24
- d. Discussion - Camp Pricing and youth cap?  
Members agreed not to increase the camper fee which will remain \$175 per resident and \$190 per non-resident with a cap of 70 campers.

**5. Rentals:**

- a. Current and future rentals/MYC programs: <https://tinyurl.com/MYCrentals>:
  - i. March MYC morning programs: Senior Walking, MYC Kids Play, Respite
  - ii. Other March rentals: Respite Center, Volleyball, Baseball, Softball, Kitchen  
Many rentals are consistent nightly rentals. People constantly inquire.

iii. Policy Discussion - This item was postponed to the next meeting.

6. **Annual Report Draft** - see attachment

J. Ward reviewed the draft with members who suggested verbal edits.

**ACTION:** Members are to send edits to J. Ward by Friday, 3/22.

7. **Other:**

a. Flag Discussion (representing kids who attend)

Members approved of purchasing approx. 30 flags to hang in the upper gym.

b. One day/month Administrative day staff request - Postponed to the next meeting

c. Staffing:

i. Front Desk position posted for morning, afternoon and evening

The position would need to be rated.

**ACTION:** The position will be posted to social media, Town and MYC web sites.

**(3/20: THE POSITION IS NOT ON FACEBOOK, MYC SITE, OR TOWN SITE.)**

ii. YouthWorks and Summer Camp interviews will start in April.

**Motion:** J. Dulude moved to build a job requisition for a full-time, front-desk person.

**Seconded:** C. Crean

**Vote:** Unanimously approved.

**Motion Carries:** 8-0

Board members requested times when volunteers are needed. Programs requiring volunteers include daily dinner prep between 10:30-2:00 or anytime at the Front Desk.

**ACTION:** Members will discuss Operation Snowstorm for MYC high schoolers to give back to the community by assisting seniors near the Town Center by shoveling one walkway.

8. **Upcoming Meeting:** Tuesday, April 9, 2024 @ 6:30 pm

**Motion:** S. Darling moved to adjourn the meeting at 8:08 pm.

**Seconded:** A. Calgione

**Vote:** Unanimously approved.

**Motion Carries:** 8-0

*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.*

Respectfully submitted,  
Dale Michaud, Recording Secretary

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

**Documents Used**

- MYC Agenda 3/19/24
- MYC March Calendar
- All Monthly Program Fliers
- Milford Budget Input Sheet.xlsx
- MYC Annual Report Draft