



**TOWN OF MILFORD, MASSACHUSETTS
MILFORD YOUTH CENTER
MILFORD YOUTH COMMISSION
24 Pearl St., Milford, MA 01757
(508) 473-1756 Phone
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Milford Youth Commission NOTICE OF MEETING

In-Person Meeting

Date: March 8, 2022

Time: 6:15pm

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

Members present- Brendan Rickert, Ariea Bryan, John Dulude, Jay Vaz, Darlene Dulude, Michelle Stokes, Chuck Calagione

Non-members present- Jen Ward, Ian Mick

Motion to start meeting- Brendan Rickert, John Dulude seconds, all in favor voice vote- 6:19pm

A.) Invitation to Speak

1. New Human, Mike Soares to speak on fundraiser event he would like to host for Best Buddies on Sunday, 3/27/22

Jen Ward- They want to do a fundraiser for Best Buddies here at the MYC. They are asking for the rental fee waived, they still need to pay for the staffing.

Darlene Dulude- how much did they raise over COVID?

Jen- \$7,000

Darlene- That's great, especially because they used this program growing up.

Michele Stokes- What type of fundraiser are they doing?

Jen- Drills and exercise

Darlene- motions to waive rental, Ariea Bryan 2nd all in favor- Voice Vote

B.) New Business

1. Approve Meeting Minutes: 2/15/22-

Ariea Bryan motions John Dulude seconds, all in favor- Michele abstains

2. Fund Balance as of 2/28/22: \$ 49,675.93

3. 2021 Annual Report – see attachment

Jen Ward- Went over the programs, funds, donations

John Dulude- The gifts have to be approved by the select board?

Jen- yes anything over \$500 has to go through them. TDA funding should resume in the summer, that will add \$25,000-\$30,000

Brendan Rickert- I just want to say congrats to Jen and the MYC staff as well as the board to accomplish this level of fundraising given the circumstances of the year.

4. Signing of warrants:
 - i. 22-28 Revolving Account for \$580.99
Mileage, training, services
 - ii. 22-30 Revolving Account for \$71.68
Upcoming summer camp supplies
 - iii. 22-30 Agnes Grant Account for \$1,299.00
2nd AED
 - iv. 22-33 Maintenance Account for \$1,936.00
Software and fish cleaning service
 - v. 22-33 State Grant Account for \$2,160.00
For the dance room construction
 - vi. 22-34 Gift Account for \$33.53
Nutrition expenses
 - vii. 22-34 Maintenance Account for \$18.99
Website domain
 - viii. 22-35 Maintenance Account for \$818.40
Generator maintenance, alarm system, Verizon
 - ix. 22-36 Gift Account for \$1,264.84
Programing

Brendan Rickert motions to approve all warrants, John Dulue seconds- all in favor voice vote.

5. CraftRoots fundraiser: 9/9/22 with PubKings
Jen Ward- The event will be from 7-10pm.
Return to the normal event of selling tickets to the event.
Send letters out to community to ask for donations and for raffle items.
6. Finance Meeting request for capital plans for 6 pm May 11
Michele Stokes can attend to represent the board.
7. Ad-Hoc Clerk applications and approval
Brendan Rickert- We have two applicants, do we want to combine with the marketing position?

Jen Ward- the marketing position hasn't been created yet so we should probably move forward so we're not waiting.

Brendan motions hire based off Kristin's (HR) recommendations Darlene Dulude seconds, all in favor- voice vote.

8. Program Coordinator Recommendation:
 - i. Six first round interviews, 2 no shows
 - ii. Two second round interviews
 - iii. Thank you to Board members who participated in both rounds!
 - iv. Recommendation on rate to offer position at, pending CORI and references

Ariea Bryan- From the first moment, Emily really stood out.

Darlene Dulude- I liked her energy

Jay Vaz- She'll fit in great.

Brendan Rickert- Do we have to do anything special with the pay?

Jen Ward- Kristin said we have to start at step 5

Emily Steinstra at step

Motion by Brendan to offer the position of Program Coordinator to Emily Steinstra at a Step 5 rate, Ariea seconds, all in favor- voice vote.

9. Meeting with Town, Schools and Police on options for schools to release information that are subject to public safety scheduled for 3/3/22

Brendan Rickert- Jen, Steve and myself had a meeting with everyone, Kevin McIntyre agreed that there needs to be something but have to be mindful of privacy laws.

Jen Ward- Police have been present more, it's been great to have.

Darlene Dulude- The presence is great, I am concerned about the cars that are going by.

Brendan- An elevated cross walk would help slow people down.

Michele Stokes- I love this initiative of having police present to help prevent as opposed to respond.

10. Annual Review on Director completed 3/4/22

11. Department of Early Education and Care (EEC) received complaint on 2/15/22 that our program is running unlicensed care

Darlene Dulude- What exactly was the complaint?

Jen Ward- Not sure, just overall about our program. I have to work on the paperwork completed by the end of the week, then go to the town counsel's office

Brendan Rickert- We would obviously prefer people to ask us as opposed to file a complaint but we are doing everything correctly.

12. Review Town Budget request for FY 23

- i. Personnel – 3% COLA and step for Director
- ii. Maintenance/technology – increase by 3%
- iii. Added Clerk position for \$2,050
- iv. Request for new employee: FT Front Desk person
Jen Wards- have to keep pushing for the new employees

Brendan Rickert motions to approve the budget request, Darlene Dulude seconds all in favor- voice vote.

C.) Directors Report:

1. Board of Health Update:
 - a. Mask optional
 - b. Water bubblers okay to use
 - c. Recommendation to keep social distancing while eating
2. After School Program:
 - a. February enrollment: See attachment
 - b. March Programs: See attachment
 - c. Staffing: Part-Time staff hires: Evalysse Pierce, Ana Manzioli, Jaydon Cerqueira Salvuci; Transfer: Yvy Lima

Brendan Rickert motions to hire, John Dulude seconds, all in favor- voice vote.

- d. Volunteer Update: Senior Tax Relief program started

3. Summer Camp:

- a. Working on permit – BOH will let me know by April if 60 participants will be allowed
- b. Camp fees:
 - i. In Town: \$160/week to \$175/week
 - ii. Out of Town: \$175 to \$190/week
 - iii. Daily Rate: \$60/day rate to \$75/day
 - iv. Extended Day: \$15/day to \$20/day
 - v. Deposit/week: \$50 to \$60/week

Darlene Dulude- Can we use the state pool?

Jen Ward- We could but it's pretty crowded and probably isn't a viable option.

4. Rentals/Other MYC Programs:

- a. Recommendation to waive COVID discount for future rentals
 - Ian Mick- We're not getting state funding, prices are going up.
 - Michele Stokes- What does the discount look like?

Jen Ward- Waiving some fees for town rentals

Jay Vaz- How much does it drop?

Ian- 25% total discount

Ariea Bryan motions to drop the discount, Darlene Dulude seconds, all in favor- voice vote.

- b. Online google calendar:

https://calendar.google.com/calendar/embed?src=milfordyouthcenter24%40gmail.com&ctz=America%2FNew_York

- c. New rentals:

- i. Milford Baseball
- ii. Focus Health CPR classes
 - Ian bringing his classes to the MYC
- iii. Apple Country Music – April 5 start
- iv. Hoops Crew
 - Brendan Rickert- have they submitted a request?
 - Ian Mick- No, they have not put all their paperwork in

Darlene Dulude- What about past issues?

Brendan- taking a step back from the last rental in November, Jen, how did that go?

Jen Ward- There was some issues with custodial services.

Michele Stokes- So did they submit anything?

Jen- He emailed Steve but didn't fill out any of the paperwork on the website.

Brendan- It's important to follow the process so we can have everything in one spot.

Darlene- He needs to follow the rules

Ian- he is looking for March timelines, which we don't have a lot of availability as of now. In June the floors are being re-finished

Jen- MCAS tutoring, happens here for kids who are not able to be on school campus

No vote taken

5. Building Updates:

- a. Looking to start design work for Dance Room: Emailed signed contract with architect – meeting to be scheduled in next couple weeks
- b. HVAC – Design bids completed
- c. AED log & Signage

6. Donation/Grant Updates:

- a. See newsletter for monthly updates for misc. donations
- b. \$500 Donation from ERA Reality
- c. 7-11 grant submitted for camp scholarships
- d. YouthWorks Funding to continue – meeting on 3/10/22
- e. Working with Volunteer Grant writer, Francoise Elise on HVAC grant
- f. Stacy Darling is able to donate furniture from an office move

7. Other:

- a. Staff:
 - i. Vacation: Jen 4/19-4/22
- b. Next Meeting: Tuesday, April 12, 2022 @ 6:15

Brendan Rickert motions to end meeting, Darlene Dulude seconds all in favor 7:54pm