



**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: May 10th**

**Time: 6:15 pm**

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

**Call to Order**

At 6:17 pm, Chair Sousa called the meeting to order. Seconded by Brendan Rickert.

**In attendance:** Chair, Steve Sousa; Vice-Chair, Brendan Rickert; Jason Vaz. Sandra Caproni; Stacy Darling; Darlene Dulude; John Dulude; **MYC Staff:** Jen Ward; Emily Stienstra.

**Staff:** Dale Michaud. **Absent:** Ariea Bryan; Chuck Calagione. **Participating Remotely:** Michelle Stokes.

**Guests:** None.

**A. New Business**

1. Congrats Emily Stienstra, new Assistant Director!  
Members congratulated Emily Stienstra. The Program Coordinator position has been posted.
2. Approve Meeting Minutes of 4/12/22 & 4/29/22

**MOTION:** Vice-Chair Rickert motioned to approve the meeting minutes of 4/12/22 and 4/29/22. Seconded by Chair Sousa.

**Vote:** All in favor. Chair Sousa, yes; Vice-Chair Rickert, yes; Jason Vaz, yes; Sandra Caproni, yes; Stacy Darling, yes; Darlene Dulude, yes; John Dulude, yes; Michelle Stokes, yes;. None opposed.

3. Fund Balance as of 4/30/22: \$ 36,799.61

4. Signing of warrants:
  - i. 22-43 Maintenance Account for \$ 50.90
  - ii. 22-45 State Account for \$ 224.91

**MOTION:** Vice-Chair Rickert motioned to approve signing the warrants: 22-43 Maintenance Account for \$ 50.90; 22-45 State Account for \$ 224.91. Seconded by Chair Sousa.

**Vote:** All in favor. Chair Sousa, yes; Vice-Chair Rickert, yes; Jason Vaz, yes; Sandra Caproni, yes; Stacy Darling, yes; Darlene Dulude, yes; John Dulude, yes; Michelle Stokes, yes. None opposed.

5. CraftRoots Fundraiser:

- i. Friday, 9/9/22 with PubKings: 6:00-9:00 pm
- ii. See updated letter attached - Board Member help with raffles!
  - Stacy Darling will edit the invitation to the fundraiser.
  - Jen Ward will send a letter to local businesses before the June Board meeting.
  - Food truck will be present. Appetizer plates from Olivas at the tables.
- iii. Ten tickets for Staff and Board Members; \$ 30/ticket includes a pint of beer
  - Tickets will be ready by the June Board meeting
  - Staff will try to sell 10 tickets each
  - Appreciated if Staff, Board would help with personal connections to help with raffles
- iv. Two Awardees
  - Jen Ward suggested selecting the awardees by the June Board meeting
  - Suggested YMCA and Milford Food Service Dept. (NewHuman or CraftsRoots in the past)
- v. Future scholarship - allocate \$ 1,000 each year
  - Jen Ward said this is the first year we are not providing a scholarship
  - She wrote a letter to the (DA).
  - If we don't get funding, we could allocate \$1,000 yearly, \$500 to a female, \$500 to a male.
  - It can be used toward any venture for career development such as photography influencer to encourage creativity (not just college).

6. Finance Meeting Update:

- i. Budget and Capital Plan
  - Finance Committee has a reservation about salary increases among Staff. They need to allocate funds, but they are not opposed.

The Town is taking legal action against the architect, builder, and construction crew who renovated the building to make it watertight.

- Town is hiring the best masonry construction firm at \$400,000 to find out what is wrong
  - They will develop a plan to include building plans.
  - Finance Committee is supportive of legal action and accepted funding \$400,000
  - Jen Ward said we have \$30,000 from the renovation that we've held back
- ii. Town Meeting Article for water damages
    - a. Town Meeting: Monday, 5/23/22 at 7:00 pm in the Upper Hall of the Milford Town Hall, 52 Main Street
      - Brendan Rickert reported all Articles are going to Town Meeting
  - iii. Thank you, Brendan, for representing the Youth Commission at both meetings

7. Board Membership:

- i. Resignation of RJ Sheedy accepted
- ii. Recommendation or try to get back to 9 members
  - Mr. Rickert - Talk with the Select Board to come up with a number, 9 or 11 Board members
  - Ten members currently; potential for 21 members
  - Bring the new number to the fall Town Meeting

- Board member recommendations:
  - Ms. Dulude recommended Christine Crean, recently retired social worker
  - Members agreed she would be an excellent choice
  - MYC will send a recommendation letter to the Select Board

**MOTION:** Darlene Dulude motioned to nominate Christine Crean as a member of the Milford Youth Commission. Seconded by Steve Sousa.

**Vote:** All in favor. Chair Sousa, yes; Vice-Chair Rickert, yes; Jason Vaz, yes; Sandra Caproni, yes; Darlene Dulude, yes; John Dulude, yes; Michelle Stokes, yes. None opposed. Stacy Darling abstained for the reason she did not feel all applications were considered.

8. Program Coordinator position posted
  - Two week posting closes May 18
  - Emily Stienstra and Ms. Ward recommend Aaron Anniballi as an amazing candidate.
  - Sandra Caproni seconded
  - Jen Ward will communicate when second round interviews are to start for the Board.

**B. Invitation to Speak - No one spoke.**

**C. Director's Report:**

1. After School Program:
  - a. April enrollment: See attachment  
Emily Stienstra said the numbers are lower for April due to vacation break.
  - b. May Programs: See attachment (last official full month of school program)  
Emily Stienstra said attendance will plummet due to good weather.
    - Basketball program - Invited Bob Gilmore
    - Fishing at Milford Pond
    - Italian language lessons by Mary Angela. Kids and Amazon volunteers love it!
    - Papa Gino's fundraiser 5/11
  - i. Spirit Week flyer - Part-time Staff initiated this
  - ii. Book Club flyer for June. "The Pants Project"
    - Next year we hope to read "Out of My Mind" by Sharon Draper
      - Focuses on mental health awareness
      - Kids are loving the book. Ms. Stienstra said 5 young ladies are participating.
      - There is constant conversation between the kids and Ms. Stienstra
  - iii. Beautification Day 4/23/22
    - Garden Club coming in. Check MYC page on FaceBook and Instagram.
  - c. Staffing: Part-time Staff re-hire: Anthony Salgado

**MOTION:** Sandy Caproni motioned to approve rehire of part-time staff, Anthony Salgado. Seconded by Jason Vaz.

**Vote:** All in favor. Chair Sousa, yes; Vice-Chair Rickert, yes; Jason Vaz, yes; Sandra Caproni, yes; Stacy Darling, yes; Darlene Dulude, yes; John Dulude, yes; Michelle Stokes, yes. None opposed.

- d. Volunteer Update:
  - i. Amazon volunteers
    - The CORI came back for one Volunteer. He will start next week.
    - Presently, there are 6 Volunteers.
  - ii. Worcester State Undergraduate Internship/Practicum: Kallie Tavano starting May 16th
    - Opportunity for her to come in a long-term role
    - She asked to do an internship here focused on mental health from 9:00-2:00
2. Summer Camp:
  - a. Registrations open - half full!
    - Almost 45 families as of today. Cap at 60 a day totaling approximately 100 families.
    - No issues with cost for families. MYC has over \$5,000 in scholarship aid.
  - b. Scholarship requests sent out:
    - i. Agnes L. Lindsay Trust - \$2,000
    - ii. 7-Eleven - \$2,000 - 3 pm check presentation on May 26th
    - iii. Milford Rotary - \$1,000
      - Rotary presentation is 5/25 at 3:00 pm for photo opportunity (sign photo release)
      - We have \$7,000 in grants not yet awarded
  - c. Honoring past enrollees that moved with Milford rate?
    - Honor past Milford rates for those who came to summer camp last year
    - Even if not Milford residents this year
3. Community Leader Forums: Thursday, 5/12, 8:00-9:30 am, Franklin YMCA
  - Jen Ward has been invited to present the needs in Milford
4. Celebrate Milford: Saturday, 5/14 from 8:00-3:00 in the Kids Zone with Jumpy
  - Jen Ward 8:00-12:00 shift; Emily Stienstra 12:00-3:00 shift
  - Jay Vaz to help set up. the Jumpee and Kids Zone
  - Table to share information about our programs
  - Five part-time Staff to help
5. MassAccess Spring Conference Meeting:
  - a. Milford TV required we do a 50-minute presentation on Volunteer retention
  - b. Friday, June 17th at 1:10 pm at Framingham Sheraton
  - c. Any help from 2:00-2:45 to open for After School Program?
    - We have Jay Vaz and Joanna
    - Need a Board member to assist because Jen and Emily will not have returned with the kids
    - Michelle Stokes volunteered to assist from 2:00-2:45
6. Rentals/Other MYC Programs:
  - a. Online Google calendar short link: <https://tinyurl.com/MYCRentals>
  - b. Rental Update:
    - i. Apple Country Music cancelled.
      - We are understaffed (before Emily)
      - She will volunteer here Fridays. She'll hold a free demo class on Tuesdays in June.

- Brendan Rickert suggested to have Milford TV tape it to use for future classes.
  - ii. Adult Open Gym starting May 16th - see flyer
    - Three Wednesdays in June until floors are done
    - Someone wants to rent space for volleyball
  - iii. Aaron Anniballi 3 days per week
  - iv. Kids Play:
    - 1. May 12 - Fire Station - see flyer
    - 2. Last one, June 9
- 7. Building Updates:
  - a. Met with architect for Media Room on 3/10/22; emailed 5/3 for update
    - Jen set up meeting (replicate Milford TV design; what MYC needs in the room - audio)
    - Jen Ward showed photos of the architect plans
    - Goal is to spend some of the \$50,000 State money in time
  - b. HVAC - 4/1:
    - All subs under contract and materials purchased
    - Update: we're still waiting on a Mitsubishi part
  - c. Gym floor maintenance: 6/22/22 - at least 3 days off
    - This is part of the lawsuit with contractors
    - Gym floor buckling and lobby areas
    - Mike Dean, Carlos, Rick Polani & Jen Ward met with the original floor contractor
    - They gave a proposal what to do when humidity comes back.
    - Another guy gave a relief cut
    - Branden Rickert suggested Jen Ward put agreements in writing.
    - Jen Ward told the contractor to email the Town Administrator for approvals on agreements.
  - d. Board of Health - Air Sensor Program/Grant placed at MYC - see email
    - Brendan Rickert asked what they are measuring
- 8. Donation/Grant Updates:
  - a. See Newsletter for monthly updates for miscellaneous donations
  - b. \$50,000 State funding update
  - c. TDA update
    - For over 2 weeks, they asked Jen to work with schools to get the permit
    - Because of increase in Covid cases, RMV is allowing them to do virtual
    - They may allow us to do it here at MYC
  - d. Goldfish Swim School - Milford lessons continue
    - Second family starting with Goldfish
    - KidsPlay kids is also participating
  - e. YouthWorks jobs available!
    - They're doing interviews with kids
    - Need local jobs (donut place, pizza palace)
    - Grant language suggests using not only municipalities
    - Labor is free, but must be safe work environment
    - We could form a partnership
    - We were allocated \$100,000 from State to employ 27 youth in the system, "in need"
    - We reached out to the Town to ask if they need help (Highway; Public Parks said yes)
    - We can help local businesses as well
    - Jen gets to pay administrative Staff a higher hourly wage - almost \$21 instead of \$14
    - Jen Ward doesn't run the program, but leads it

- Brendan Rickert asked whether the jobs must be in Milford
  - His wife's clinics are in Ashland and Hopkinton
  - Jen will ask about that
9. Other:
- a. Next meeting: Tuesday, June 14, 2022 @ 6:15
  - b. Summer meetings at 5:15?
    - Consensus of members decided to keep meetings at 6:15

**D. Items not anticipated within 48 hours of the meeting**

1. Rentals
- a. Michelle Stokes asked to hold a birthday party for her daughter at MYC.
    - To resume rentals, we need Staffing coverage and a custodian
    - Jen Ward said Gym use only
    - Kitchen is not available for food prep, but they can use kitchen tables
    - Stacy Darling said kids are already eating here. Custodian does cleaning.
    - We charge only the Gym fee \$100 per hour; after 2 hours, the cost is \$50
    - Staff cost is \$13.50
    - Custodian is billed to the Town
    - Jen Ward estimated \$220-\$230 plus the custodian
    - There will be Contract Policies with rules
    - Jen Ward needs answers from Board of Health
      - Are masks optional?
      - What about 6-foot social distance rule while eating?
      - We've had two Covid cases with Staff
  - b. Taylor Rental partnership - \$1600 water slide

**MOTION:** Chair Sousa motioned to approve Michelle Stokes' birthday party as long as there is adequate Staffing at Milford Youth Center and participants follow the Board of Health guidelines. Seconded by Brendan Rickert.

**Vote:** All in favor. Chair Sousa, yes; Vice-Chair Rickert, yes; Jason Vaz, yes; Sandra Caproni, yes; Stacy Darling, yes; Darlene Dulude, yes; John Dulude, yes; Michelle Stokes, yes. None opposed.

**Adjourn**

**MOTION:** Brendan Rickert motioned to adjourn at 7:41 pm. Seconded by Steve Sousa.

**Vote:** All in favor. Chair Sousa, yes; Vice-Chair Rickert, yes; Jason Vaz, yes; Sandra Caproni, yes; Stacy Darling, yes; Darlene Dulude, yes; John Dulude, yes; Michelle Stokes, yes. None opposed.

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Name

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Date

**Documents**

Milford Youth Commission, Meeting Minutes  
May 10, 2022

- Letter regarding CraftRoots fundraiser 9/9/22
- Warrant 22-43 Maintenance Account for \$ 50.90
- Warrant 22-45 State Account for \$ 224.91
- June Book Club flyer
- Board of Health - Air Sensor Program/Grant placed at MYC - see email
- YouthWorks Summer Employment flyer
- Youth Members Utilizing After-School, Snack and Dinner Program
- MYC May Calendar
- MYC Summer Camp Flyer
- MYC July & August Calendars
- 4/12/22 and 4/29/22 MYC Minutes