

Milford Youth Commission
In-Person Meeting
April 12, 2022
6:15 pm
Milford Youth Center, Conference Room, 2nd Floor
24 Pearl Street, Milford, MA 01757

Call to Order

At 6:24 pm, Chair Sousa called the meeting to order. Seconded by Brendan Rickert.

In attendance: Chair, Steve Sousa; Vice-Chair, Brendan Rickert; Chuck Calagione; Darlene Dulude; John Dulude; Michelle Stokes; Jason Vaz. **MYC Staff:** Jen Ward; Ian Mick; Emily Stienstra.

Staff: Dale Michaud. **Absent:** Sandra Caproni; Ariea Bryan; RJ Sheedy; Stacy Darling. **Guests:** None.

A. New Business

1. Welcome new Clerk, Ms. Dale Michaud; and Program Coordinator, Emily Stienstra
2. Approve Meeting Minutes of 3/8/22

MOTION: Brendan Rickert motioned to approve the meeting minutes of 3/8/22.
Seconded by Darlene Dulude.

Vote: All in favor. Vice-Chair Rickert, yes; Chuck Calagione, yes; Darlene Dulude, yes; John Dulude, yes; Michelle Stokes, yes; Jason Vaz, yes. None opposed.
Steve Sousa abstained as he was not present on 3/8/22.

3. Fund Balance as of 4/4/22: \$ 39,674.71

Youth Center Director, Jen Ward, shared Funding balances (Revolving, Grant, Gifts, Trusts). The balance has not been this low before. She met with the Town Accountant who is okay with the Fund balance. The Center will be receiving TDA funding of \$99 per child in July.

4. Signing of warrants:
 - a. 22-37 Maintenance Account for \$ 198.20
 - b. 22-39 Gift Account for \$ 201.25
 - c. 22-40 Gift Account for \$ 79.09

MOTION: Chair Sousa motioned to approve signing the warrants: 22-37 Maintenance Account for \$ 198.20; 22-39 Gift Account for \$ 201.25; 22-40 Gift Account for \$ 79.09.
Seconded by Brendan Rickert.

Vote: All in favor. Chair Sousa, yes; Vice-Chair Rickert, yes; Chuck Calagione, yes; Darlene Dulude, yes; John Dulude, yes; Michelle Stokes, yes; Jason Vaz, yes. None opposed.

5. CraftRoots Fundraiser:
 - a. 9/9/22 with PubKings: 6/9, 7/10 or 7/11
Members agreed on 9/9 with hours of 6:00-9:00 pm, but people can stay later.
 - b. See updated letter attached - Board Member help with raffles!
Jen Ward will send a letter to local businesses as in the past. Food truck will be present. Appetizer plates from Olivas at the tables.
 - c. Ten tickets for Staff and Board Members \$ 30/ticket includes a pint of beer. Tickets will be ready over the next two Board meetings.

- d. Two Awardees
Jen Ward suggested an individual or an organization (NewHuman or CraftsRoots in the past). She suggested YMCA and Milford Food Service Dept. No decisions were made.
 - e. 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, not just college, to encourage creativity.
6. Finance Meeting request for budget and capital plans at 6:15 pm & 7:40 pm on Wednesday, 4/13, at Town Hall. Jen Ward will first present to a subcommittee, then to the Select Board. Brendan Rickert may attend with Jen Ward.

Vice-Chair Rickert said there is an ongoing legal issue with water gaining access into the building. We need to hire someone to see how water is coming into the building. A company in the area who is the best for tedious stonework has proposed it would cost \$400,000 to investigate and develop a plan for the work, but the \$400,000 does not include the actual work. This is the market rate. Brendan said Brian Murray supports it. We have invested funds in this building; it needs to last. If it does get brought up, it will be a Select Board article, not a Warrant Article.

Jen shared MYC 5 Year Capital Plan (approximately \$660,000) for:

- HVAC
 - Gymnasium and basement
 - Basement electrical upgrades
 - 12-15 passenger van
 - Boiler
 - Mechanical lift for basketball hoop and multiple other things
- E&E is the contractor overseeing HVAC for capital projects.

MOTION: Chair Sousa motioned to approve the 5 Year Capital Plan as presented at the 4/12/22 meeting. Seconded by John Dulude.

Vote: All in favor. Chair Sousa, yes; Vice-Chair Rickert, yes; Chuck Calagione, yes; Darlene Dulude, yes; John Dulude, yes; Michelle Stokes, yes; Jason Vaz, yes. None opposed.

7. Department of Early Education and Care (EEC) Exemption received - see attachment
Investigation complete and in compliance due to open door policy.
Compliance letter has been posted to the web site.

B. Invitation to Speak. There were no speakers.

C. Director's Report:

1. Jen Ward gave the Board of Health Update:
 - a. Allowing 60 for camp!
 - b. Registration has opened. Ian Mick reports that 14 youth have registered.
 - c. State asked all approved vaccine providers if they wanted at-home tests, so Board of Health asked for the maximum amount - will let us know if they get them for campers this summer.
Update: Picked up testing kits from the Town today.

2. After School Program

a. March enrollment: see attachment

Emily Stienstra shared the number of youths utilizing the After School, Snack and Dinner Program. During March Madness, the Center hit an outstanding peak of 170 youth. Kids consistently ask for more for lunch.

b. April Programs: see attachments

- i. After School Calendar
Emily added some creative activities for kids not into sports.
- ii. Book Club flyer for May
No donations
- iii. Beautification Day 4/23/22

Emily Stienstra said partners include Citizens of Milford and the Youth Team. All but two part-time, high school staff have committed. They will focus on the park across the street. The MYC Board was invited to help for two hours in the Youth Center area.

c. Staffing: Part-time staff hires: Jessica Ribeiro; transfer: Nick Hafty

Emily reported approval of Jessica Ribeiro, age 20, a sophomore at Mass Bay Community College who has volunteered a couple of hours weekly. She worked here before. She is fluent in English, Spanish, Portuguese, and French.

MOTION: Vice-Chair Rickert motioned to approve the part-time staff hires of Jessica Ribeiro and Nick Hafty. Seconded by Chair Sousa.

Vote: All in favor. Chair Sousa, yes; Vice-Chair Rickert, yes; Chuck Calagione, yes; Darlene Dulude, yes; John Dulude, yes; Michelle Stokes, yes; Jason Vaz, yes. None opposed.

d. Volunteer Update: Amazon volunteers

We've had adult volunteers from different groups and interests who packed lunches from 12:00-6:00 pm. They expressed a desire to do this every week in April, and will add 4 more volunteers in May. We will have the same volunteers continually, so they look forward to forging relationships with the kids.

3. Summer Camp: see attachment

a. Registration is open!

Jen Ward reported the Summer Camp Calendar is out. We've raised the cost to \$175. The field trips are booked. She met with the YMCA who gifted their pool to MYC youth two days weekly. This adds a huge transportation cost. Jen reached out to Transportation to see if we could use a bus.

MYC volunteer, James, from the senior tax program will donate time at least once per week to drive the bus. He drives for Vendetti. We will need two buses for 3 weeks for 60 kids. We will only need one bus for all other weeks.

b. Scholarship requests sent out

Jen Ward asked Ian Mick to help edit the letter to the Rotary, Lions and the Bank. Jen is confident the Rotary will lend their support, but we don't know for how much. We were awarded a \$ 2,000 grant we had submitted for Agnes M L Trust for scholarships for the kids. We have two other grant requests out as well.

4. YMCA meeting 3/16/22

a. Help with future Golf tournament

Jen Ward met with the CEO and Ken Rosa. They want to plan a Golf Tournament. They can make up to \$50,000. They're willing to do it. There will be future meetings on the tournament.

b. Pool two days/week for Camp at no charge
Jen spoke with the Pool Director.

c. Lifeguard certification offered to Staff
We have one staff member who will pursue certification.

5. Rentals/Other MYC Programs:

a. Online Google calendar short link: <https://tinyurl.com/MYCrentals>
Ian Mink provided an update.

b. New rentals:

i. Apple Country Music - 4/26 start

We will be in the Dance Studio 9 weeks each Tuesday from birth to 6 years of age. Their music curriculum is multi-cultural.

ii. New Human - 4/30 event

Ian Mink reached out. The date will not be the 30th, but possibly the third Saturday in May. NewHuman will pay for this. Aaron Anniballi reached out and will do some work with our kids, Tuesdays in May on basketball skills.

iii. Adult Open Gym to come back in May?

Ian Mink said 4 people from the community have asked when adult Open Gym will open. In the past, we charged \$3 for residents, \$5 for non-residents. With wage inflation, this may increase to \$5 per 1 hour session for a resident, and \$8 for a non-resident which covers two paid staff members 1-1/2 hours to open up, weekday evenings. Depending on the volume, we estimate \$20.25 per staff member, \$40.50 for non-residents. Ian shared his Open Gym spreadsheet. One staff member would be at the front desk, one in the gym. People have to fill out a form.

We are looking to advertise on social media.

MOTION: Chair Sousa motioned to approve the opening of the Adult Open Gym at the Milford resident rate of \$5 and a non-resident rate of \$8. Seconded by Jason Vaz.
Vote: All in favor. Chair Sousa, yes; Vice-Chair Rickert, yes; Chuck Calagione, yes; Darlene Dulude, yes; John Dulude, yes; Michelle Stokes, yes; Jason Vaz, yes.
None opposed.

6. Building Updates:

- a. Met with Architect for Media Room on 3/10/22
Jen Ward said the Architect will go to Milford TV to see about emulating their space.
- b. HVAC - 4/1: All subs under contract and materials have been purchased. We are waiting on lead times for materials
Jen Ward said materials have been delayed.
- c. Gym Floor maintenance: 6/22/22 - at least 3 days off

Jen Ward said she and Carlos met with the floor guy about a new contract to work on the floor. The current quote was less money than the quote two years ago. The floor work has been scheduled for the day right after the last day of school, but the floor can be used the following week.

7. Donation/Grant Updates:

- a. See Newsletter for monthly updates for miscellaneous donations
Jen Ward suggested viewing the Newsletter for the detail on donations.
- b. Goldfish Swim School - Milford lessons

Jen Ward reports there is no cost for families for 3 months beginning in April. All 4 families attending Kids Play are happy with this outcome.

- c. YouthWorks funding to continue - \$ 100K contract - see flyer

Jen reported they were fortunate to receive \$100,000 up from \$ 80,000 previously. There is an online link to the updated flyer. The program allows income eligible youth, i.e., troubling circumstances, foster care, Dept. of Children, Youth & Families (DCYF) eligible. She reached out to prior staff who had previously worked with Milford Youth Center. She is starting to interview former staff who will start this April vacation break. Jen sent a flyer to the schools, Milford TV, and Town departments.

Vernon Grove Cemetery will participate, as will Milford TV and Milford Food Service. Jen asked the Board to advertise. The grant allows for 27 youth employees.

- d. Spring 2022 Youth Development Grant - 2nd round meeting on 3/29
- e. Working with Volunteer Grant writer, Francoise Elise, on HVAC grant
 - i. Health Foundation of Central MA

They will look at our Letter of Intent prior to submittal. They worked on our letter. We submitted our letter for the grant today, 4/12. We are asking two Foundations for \$15,000 to allow for the heat system work.

ii. Amelia Peabody Foundation

Jen: We will hopefully learn the outcome in June.

Jen suggested we recognize Francoise Elise with an award for her tremendous assistance.

MOTION: Chair Sousa motioned to approve the grant applications to Health Foundation of Central MA and Amelia Peabody Foundation. Seconded by Branden Rickert.

Vote: All in favor. Chair Sousa, yes; Vice-Chair Rickert, yes; Chuck Calagione, yes; Darlene Dulude, yes; John Dulude, yes; Michelle Stokes, yes; Jason Vaz, yes. None opposed.

8. Other:

a. Staff vacation: Jen, 4/19—4/22

Jen Ward will be on vacation 4/10 week, not 4/19 week.

b. Next Meeting: Tuesday, May 12, 2022 @ 6:15

D. Items not anticipated within 48 hours of the meeting

Papa Gino's reached out to MYC. We will receive 20% of the proceeds. We pushed the date out to May 11, *National Eat Whatever You Want Day*.

Regarding the 4/13, 6:15 pm Subcommittee meeting for Capital Planning. The other meeting for the Budget will take place at 7:40 pm. We went over budget by a 3% increase. The compensation plan supports it. The Ad Hoc Clerk may be a problem, but every Town has one.

Adjourn

MOTION: Chair Sousa motioned to adjourn at 7:24 pm. Seconded by Darlene Dulude.

Vote: All in favor. Chair Sousa, yes; Vice-Chair Rickert, yes; Chuck Calagione, yes; Darlene Dulude, yes; John Dulude, yes; Michelle Stokes, yes; Jason Vaz, yes. None opposed.

Name

Date

Documents

- YouthWorks Summer Employment flyer
- Youth Members Utilizing After-School, Snack and Dinner Program
- MYC April Calendar
- 3/30/22 Outcome Letter to MYC, Commonwealth of MA, Dept. of Early Education and Care
- 3/30/22 Investigation Outcome to MYC, Commonwealth of MA, Dept. of Early Education and Care
- 3/30/22 Regional Determination to MYC, Commonwealth of MA, Dept. of Early Education and Care
- MYC Summer Camp Flyer
- MYC July & August Calendars
- March 8, 2022 MYC Minutes