



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



**Milford Youth Commission Minutes
November 2, 2011**

Members Present: Paul Seaver, Sidney De Jesus, Amy Tamagni, Susan Salamone, Fran Trafecante, Mike Walsh and Sandra Caproni

Members Absent: Steve Manguso

- Susan Salamone called the meeting to order, seconded by Fran Trafecante.
- Motion by Paul Seaver to accept the October 5, 2011 minutes. This motion was unanimously approved.
- The revolving account was discussed. Sidney De Jesus will bring all warrants to the monthly Youth Commission meetings to be signed off on by all commissioners.
- A financial update was provided by Paul Seaver. The United Way has resumed payments to the Youth Center. Amy Tamagni will be at the program on November 4th to update QuickBooks. Amy Tamagni will put together a policies and procedures manual. A communication folder for all staff will be set up by Sidney De Jesus.
- Sidney De Jesus identified that the battery in the fire alarm needs to be changed and that the boiler is leaking water. These issues may result in unexpected repair costs. He will explore whether the boiler is still under warranty.
- Program staffing was discussed. Paul Seaver and Sidney De Jesus will be meeting with the Franklin YMCA on November 7th to discuss whether the YMCA can help Sidney with staffing the program. There are over 100 youth attending daily, and Sidney needs help with supervision. Sidney is actively recruiting volunteers. Jen Ward continues to volunteer at the program every day. A request was made for board members to come in and help Sidney whenever possible.
- Paul Seaver discussed possible fundraising ideas. Amy Tamagni raised the idea of having a fitness fundraiser.

- Paul Seaver discussed forming a subcommittee tasked with developing a business plan and drafting the article for the town to pay the cost of the program's utilities.
- Rental fees were discussed. The board gave unanimous approval for Erin Mahoney to use the facility in exchange for running a "Girl's Power" group for girls attending the after-school program.
- Sidney De Jesus provided an update on all program activities. In the month of October, \$2,889.26 was deposited from donations, rentals and the driving school. The last Find Yourself Friday event had over 185 kids participate. The next event is scheduled for 11/18 from 6:30 PM to 9:30 PM. Sidney needs help with volunteers and donations of food. The Jingle Bell Jamboree will be held on December 4th, two hours before the parade.
- The next meeting will be held on Monday November 14th at 7 PM at the Youth Center. Agenda items to be discussed include supervision, general business and fundraising.
- Motion to adjourn made by Paul Seaver and seconded by Susan Salamone.

Respectfully Submitted,

Sandra Caproni

Paul F. Seaver
Susan Salamone
Chris Tamborini
Sandra Caproni

Town of Milford
Youth Center
Activity Through 11/2/2011

| | | |
|--|---|-------------------------|
| Fund Balance | | |
| | Fund Balance @ 6/30/11 | (48,363.61) |
| Revenue | | |
| | Recorded Revenue (July, Aug, & Sept) | 55,202.54 |
| | Non-recorded Revenue (Oct) * | 14,417.59 |
| Expenses | | |
| | Salaries & Wages | 37,792.17 |
| | Misc Expenses | 17,647.60 |
| | Transfer of expenses to Art 10 of STM (60K) | (50,195.26) |
| Current Fund Balance | | <u><u>16,012.01</u></u> |
| Bills submitted on 12/19 warrant but not processed | | 582.09 |
| Current Status | | <u><u>15,429.92</u></u> |

* Non Recorded Revenue (yet to be posted to the General Ledger)

| | |
|------------|-------------------------|
| 10/3/2011 | 200.00 |
| 10/3/2011 | 70.00 |
| 10/4/2011 | 91.25 |
| 10/6/2011 | 140.00 |
| 10/13/2011 | 420.00 |
| 10/13/2011 | 203.00 |
| 10/18/2011 | 70.00 |
| 10/21/2011 | 105.00 |
| 10/24/2011 | 400.00 |
| 10/27/2011 | 1,260.01 |
| 10/31/2011 | <u>11,458.33</u> |
| | <u>14,417.59</u> |

Article 10 of the 10/24/2011 STM was utilized in the following way: unpaid bills then a transfer of expenses

| | | | | | |
|------------|----------|---------------------------|--------|-----|--|
| 10/31/2011 | 542-5240 | \$46.23 | \$0.00 | 579 | 903 Accounts P MILFORD WATER CO |
| 10/31/2011 | 542-5240 | \$31.52 | \$0.00 | 579 | 1074 Accounts P NSTAR |
| 10/31/2011 | 542-5240 | \$173.62 | \$0.00 | 579 | 1106 Accounts P VERIZON |
| 10/31/2011 | 542-5240 | \$90.00 | \$0.00 | 579 | 1108 Accounts P MAININI PLUMBING/BUDDY |
| 10/31/2011 | 542-5240 | \$9,033.00 | \$0.00 | 579 | 1116 Accounts P OLIVA'S MARKET INC |
| 10/31/2011 | 542-5240 | \$113.91 | \$0.00 | 579 | 1118 Accounts P LOWE'S |
| 10/31/2011 | 542-5240 | \$316.46 | \$0.00 | 579 | 1120 Accounts P NATIONAL GRID |
| 10/31/2011 | 542-5240 | \$50,195.26 | \$0.00 | 584 | 1 Adjusting |
| | | <u><u>\$60,000.00</u></u> | | | |