



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 **Executive Session** followed by **Regular Session**
Date: October 10, 2023
Time: 6:30 pm
Amended Agenda

Members Present: Chair, Brendan Rickert; Chuck Calagione, John Capece, Darlene Dulude, John Dulude, William Farrell, Gail Jussaume, Jason Vaz
Members Absent: Ariae Bryan, Christine Crean, Stacy Darling, Steve Sousa
Staff Present: Dale Michaud, Emily Stienstra, Jen Ward

Call to Order

At 6:32 pm, Chair Rickert announced the Executive Session would be postponed. He called the Regular Session to order and performed the roll call.

A. Executive Session - Discussion on Behavior
Postponed to a later date.

B. Invitation to Speak - None

C. New Business

1. Accept Resignation of Board Member, Steve Sousa – see letter attached
2. Approve Meeting Minutes: 9/5/23

Motion: **B. Rickert moved to approve the meeting minutes of 9/5/23.**

Seconded: **G. Jussaume**

Roll Call Vote: B. Rickert, aye; A. Calagione, aye; J. Capece, aye; D. Dulude, aye; J. Dulude, aye; W. Farrell, aye; G. Jussaume, aye; J. Vaz, aye. Unanimous.

Motion Carries: **8-0**

3. Fund Balance as of 10/3/23: \$90,228.91

- MYC staff purchased a Cricket for arts & crafts projects for \$1,000.
- Staff are looking into other purchases such as:
 - STEM based Legos
 - A desktop Apple Mac for the multi-purpose Media Center
- J. Ward will write a grant through Milford Cultural Council for one of two Ping-Pong table replacements.
- \$75,000 in funds has been allocated for the Media Room (majority from Gift account and Amazon Music/Media Center)

4. Signing of warrants:

- i. 24-11 Revolving Account \$140.16 - Staff mileage
- ii. 24-12 Department Budget \$40.14 - Replaceable water jugs for MYC
- iii. 24-13 Department Budget \$452.36 - Cell phone, FishWorks, new cabinet for Gym AED
- iv. 24-13 Revolving Account \$3,464.65 - Partial payment for August Camp buses, CraftsRoots bill, Crown Trophy for plaques
- v. 24-14 Revolving Account \$1,596.71 - ULine, Ron's Workshop items (workbench mats), wheely cart, clamps, gift bags
- vi. 24-15 Revolving Account \$115.56 - Mileage, Yearbook ad to congratulate MYC seniors

Motion: **B. Rickert moved to approve signing the following warrants:**

| | |
|--------------------------------------|--|
| 24-11 Revolving Account for \$140.16 | 24-13 Revolving Account for \$3,464.65 |
| 24-12 Department Budget for \$40.14 | 24-14 Revolving Account for \$1,596.71 |
| 24-13 Department Budget for \$452.36 | 24-15 Revolving Account for \$115.56 |

Seconded: **J. Dulude**

Roll-Call Vote: Unanimous

Motion Carries: **8-0**

D. Directors Report:

1. After School Program:

- a. September program and food #'s – See attachment
 MYC conducts one structured program daily for an average of 84 children daily.
- b. October program calendar
 One hundred children participate daily in October programs. Two thirds of programs are structured.
 - New Human Fitness program is being sponsored by MRMC Milford Hospital.
 - Friday Game Show, a Movie Day, 4H, UMass STEM program monthly on Wednesday for the After-School program
 - Sport Day, 4 pm daily except Wednesday (soccer, football, basketball, volleyball)
 - Fish program with Bob
 - LifeSkills program with David Abrantes
 - Gardening Green Life coming monthly
 - Franklin is coming in for Give Kids Back
 - Generational Program monthly with Cornerstone
 - Halloween themed event after school
 - Lovin' Spoonfuls donates 300 lbs. of food to MYC on Fridays. There is a waiting list.
 - A woman from Birmingham Court provided a QRC code to be stapled to grocery bags at pickup for daily Milford food programs.
 - Once per month YMCA mobile food truck provides on average 35-37 bags of food
- c. Upcoming programs – See fliers
- d. AmeriCorps Members attended all Open Houses!

2. Building Updates:

a. Music/Multipurpose Media Center –State Rep. Brian Murray secured \$60,000 State Funding – waiting on date when it will be received

b. Block funding secured by the Town – Pursuing crosswalk signage – Emailed Park Director to try to set up meeting 9/26/23

- J. Ward to set up a meeting to present the plan.

c. Capital Plan/Town Meeting:

i. October 30, 2023: 12-15 Passenger Van

- One quote for \$65,000. The YMCA said this quote is high. There is low passenger van inventory. J. Ward reached out to schools and facilities and prepared a cost analysis based on input from Highway Barn for monthly gas costs and mileage estimates. The YMCA has reached out to vendors. Members agreed on 10,000 miles per year for passenger van use. Chair Rickert was invited to attend the Finance meeting.

ii. Yearly budget draft (gas, oil changes, preventative maintenance) \$3,500-\$4,500

- Facilities should develop a maintenance plan for wipers, brakes, and tires.

Al Correia questioned what MYC has done to avoid purchasing a van.

- MYC has borrowed transportation from other departments.

Chair Rickert will attend Town meeting.

One MYC Board member is invited to attend the ceremony for the HVAC grant for the MYC Gym at the Worcester Grantee reception, November 9, 3-5 pm.

3. Donation/Grant Updates:

a. See web link for miscellaneous donation updates: <https://conta.cc/3ryStz6> (\$1,500 from Imperial Ford Corporation)

b. Youthworks Program:

i. Summer camp budget

- J. Ward shared the rough Budget expense sheet without YouthWorks funding. MYC profited over \$60,000 in camper dues. After expenses, there was a surplus of \$27,519.
- The final Budget will be discussed at the next meeting.

ii. Full year update – AmeriCorps funding!

- The Town covers one AmeriCorps member.
- MYC will fund the second AmeriCorps member.
- Met with Youthworks administrator and AmeriCorps who approved the budget request to cover the second member.

- c. Holiday gifts: 60 from United Way of Tri-County
 - Barbell 88 might do the box truck again.

4. Other Events/Programs:

- a. Annual Calendar- see attachment

MYC staff compared the workload of coordinating monthly events with vacations before and after the pandemic. Monthly events are too much to coordinate. Depending on whether there is a Halloween event, only one other annual event will be coordinated (February Fashion Show or October Haunted House). The goal is to have AmeriCorps organize the events.

- b. CraftRoots Fundraiser – see attachment

Members agreed there were audibility issues with facility speaker system.

- Ticket sales before event - Profit \$4,000
- Tickets at the Door - \$300
- Monetary donations - \$2,023.90
- Raffles \$100, Raffle cash \$1,755
- Profit \$8,279 minus expenses of \$1,262
- Net profit \$7,017.72

- c. Small Halloween event during after school on 10/31/23

- d. Thanksgiving at MYC – Tuesday, November 21st:

<https://milfordyouthcenter.org/2023/09/28/looking-for-donations-for-our-after-school-myc-thanksgiving-dinner-5/>

- This will be the first project for the new marketing person, Delaney McWalters.
- She is working on Annual Reports and donation campaigns.
- Board members are invited to help with turkeys or desserts.

5. Rentals:

- a. Current and future rentals/MYC programs: <https://tinyurl.com/MYCrentals>:

- i. October MYC programs: Senior Walking (mornings), MYC Kids Play (morning), Adult Open Gym (pickleball and basketball)
- ii. Other October: Career Fair, Respite Center, Basketball, Volleyball Cheer, MAHC Blanket event
 - E. Stienstra reports the Respite Center will be back per diem in November every Wednesday and Friday from 10-12:00.
 - In partnership with YouthWorks, MassHire will open the Gym to include the community.
 - 117 persons signed up for the last event with 85 in attendance with 25 businesses. There were 100 interviews with 6 persons hired.
 - On October 11, there are 350 persons registered with over 30 businesses.
 - Milford Softball

- Town baseball
 - MHAC private Blanket event (for children in need) was not able to get support from the PTO.
 - Youth Council will donate around Town (police)
 - Cheer, Family Volleyball, Open Gym Basketball and Pickleball all continue
- iii. Non-Profit events: New Human event changed to 11/4/23
- E. Stienstra reports the event is rescheduled to 11/4 so they can advertise. They will fund the event (half for sports equipment, half for Thanksgiving).
6. Marketing & Communications Assistant Update – Letter from Board
- Annual report will contain a letter from the Board. The report will be finalized at the end of November, approved in December, and ready in January.
7. Upcoming Meeting: Tuesday, November 7 @ 6:30.

A friend of W. Farrell wants to donate woodworking equipment including a table saw, drill press, and belt sander. Members will arrange to view the items and pick up.

Motion: B. Rickert moved to adjourn the Regular Session meeting at 7:40 pm.
Seconded: J. Capece
Roll-Call Vote: Unanimous
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 10/10/23
- MYC Meeting Minutes 9/5/23
- MYC Funds Report
- YouthWorks Program
- Resignation Letter, S. Sousa
- MYC October Calendar
- MYC Monthly Program Fliers
- MYC Annual Event/Program Calendar
- MassHire Job Fair