



TOWN OF MILFORD, MASSACHUSETTS
MILFORD YOUTH CENTER
MILFORD YOUTH COMMISSION
24 Pearl St., Milford, MA 01757
(508) 473-1756 Phone
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Location: Milford Youth Center - Conference Room, 2nd Floor

In-Person Regular Session

Date: December 5, 2023

Time: 6:30 pm

Minutes

Members Present: Chair, Brendan Rickert; Vice-Chair, Stacy Darling; Christine Crean, Darlene Dulude, John Dulude, Gail Jussaume, William Farrell

Members Absent: Ariea Bryan, Chuck Calagione, John Capece

Members Remote: Jason Vaz

Staff Present: Dale Michaud, Emily Stienstra, Jen Ward

Call to Order

At 6:39 pm, Chair Rickert called the Regular Session meeting to order and performed the roll call.

A. Executive Session: Discussion on Behavior and Policy

B. Invitation to Speak: None.

C. New Business

1. Approve Meeting Minutes 11/7/23

Motion: **B. Rickert moved to approve the Regular Session and Executive Session meeting minutes of November 7, 2023.**

Seconded: **S. Darling**

Abstained: C. Crean was not present on 11/7/23.

Roll-Call Vote: B. Rickert, aye; S. Darling, aye; C. Crean, aye; D. Dulude, aye; J. Dulude, aye; G. Jussaume, aye; W. Farrell, aye; J. Vaz, aye. Unanimously approved.

Motion Carries: **7-0-1**

2. Fund Balance as of 11/29/23: \$89,350.56

3. Signing of warrants:

- i. 24-20 Revolving Account for \$186.12 - Walmart candy for postponed Santa Parade
 - ii. 24-21 Revolving Account for \$497.82 - Milford Hospital \$200 supports 6 weeks of fitness & nutrition instruction, New Human contributed 6 weeks, AHold Financial
 - iii. 24-21 Revolving Account for \$20.00 - Bristol County Sheriff for serving papers
 - iv. 24-23 Revolving Account for \$743.63 - S&S World for craft supplies, Oliva's Market
- Approve fund transfer of \$1,000.00 from Revolving to Scholarship Fund

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

24-20 Revolving Account for \$186.12

24-21 Revolving Account \$20.00

24-21 Revolving Account \$497.82

24-21 Revolving Account for \$743.63

Seconded: **J. Dulude**

Roll-Call Vote: Unanimously approved

Motion Carries: **8-0**

Motion: B. Rickert moved to approve the transfer of \$1,000.00 from Revolving to Scholarship fund.
Seconded: S. Darling
Roll-Call Vote: Unanimously approved.
Motion Carries: 8-0

D. Directors Report:

1. After School Program:
 - a. November program update:
 - i. Attendance and food #'s – see attachment
 - ii. Thanksgiving meal on 11/21/23:
 - a. 130 youth served and 50 adults
 - b. Thank you, Board members, for donating and volunteering!
Local businesses who donated food include: ERA Key Realty, Milford TV, Town staff, Board members; friends & family donated money to purchase food. A video was shown of Thanksgiving meal and interviews with kids.
 - b. December program calendar
Programs include: Power Protectors, Cornerstone, STEM with UMass Extension, LifeSkills with CPR. Community volunteers expressed interest in future volunteerism.
 - c. Upcoming programs - see fliers
Youth Leadership Group collecting items at the front door for Humane Society.
 - d. Outside programs:
 - i. Milford High School Craft Fair with Youth Council – Over \$70 raised! AmeriCorps represented MYC.
 - ii. Spirit week last week before Christmas
 - iii. Monthly Food Pantry
 - iv. Shaw's December Giveback program - for MYC Youth Council
Shaw's reusable bag program donating \$1 per bag to MYC. If Youth Council promotes the program, they get the \$1 per bag.
 - e. New IT policy
MYC Staff no longer have access to video footage on the server. Staff discussed the new process, authorizations required and timeline for obtaining video footage. The new policy delays successful resolution of discipline issues in a timely manner.

Staff discussed the consequences of not having real-time evidence to make decisions, exercise authority, inform parents, and keep the children and staff safe.

The Town Administrator suggested trying the new policy for one month.

J. Ward will document each incidence where video footage is needed, how long it took to get the footage, and the consequences of delayed access to video footage. How many kids were out of the MYC program waiting on evidence to return to the program? What were the Police consequences with lack of video access?

f. CORI Process Change

Only the MYC Director has authority to initiate a CORI not the Program Coordinator. Members discussed simplicity of the previous process versus the complicated process of encrypting the CORI form in email which IT is unable to resolve. MYC Staff process CORIs for 70 volunteers. Members decided HR will run all CORIs.

2. Building Updates:

a. Music/Multi-Purpose Media Center Discussion

The Town Accountant suggested spending down the State Grant balance of \$30,940. Members discussed using the grant to refinish wood flooring under the tiles, install of a new ceiling and soundproof the dance room.

Members discussed unresolved renovation issues. The State signed off on the \$60,000 allocation. Hold off scheduling construction until renovations are remedied.

Members discussed fundraising efforts to cover the \$60,000 State allocation in case it does not come through such as MYC Rentals from Milford softball, the Golf Tournament and possible YouthWorks funding.

J. Ward will clarify with Scott and contractors whether they will install a vapor barrier inside the Music/Multi-Purpose Media Center.

Motion: At 7:19 pm, B. Rickert moved to suspend the Regular Session and enter into Executive Session to consider the marketing and value of Town owned property/real estate/assets because the Chair determined that an open meeting may have a detrimental effect on the negotiating position of the public body: **Discussion on Behavior and Policy.**

Members will return to Regular Session prior to adjournment.

Seconded: D. Dulude

Roll-Call Vote: Unanimously approved.

Motion Carries: 8-0

Motion: B. Rickert moved to adjourn the Executive Session at 7:52 pm and return to the Regular Session.

Seconded: C. Crean

Roll-Call Vote: Unanimously approved.

Motion Carries: 8-0

b. Capital Plan/Town Meeting:

i. See specs for bid and/or vendors on the State Bid List

- J. Ward will meet with Town Accountant.
- Go to bid with all options. Make a decision based on what MYC can afford. R. Villani said to go on the State bid list. J. Ward will meet with the Town Accountant tomorrow. She is not familiar with the package process.

- Cost adds for options include: dash camera, GPS tracking, high roof height, 2500 series load capacity, 12 passenger capacity, 15 passenger capacity
 - ii. Canaan Fuels donated \$500 toward the van!
 - Members discussed using the donation to brand the MYC van.
- 3. Donation/Grant Updates:
 - a. See newsletter for monthly updates for misc. donations: <https://conta.cc/45ULPRR>
 - i. Over \$3,600 raised for Giving Tuesday - Thank you Stacy and Brendan!
Everyone contributed across programs.
 - ii. \$100 donation from John and Clare Comaschi
 - b. Youthworks Program:
 - i. Summer camp budget discussion will be postponed until the next meeting
 - c. Holiday gifts:
 - i. United Way of Tri-County - 60 youth
 - ii. GoldFish Swim School - Collection
 - iii. Barbell88 Toy Drive - Collection (12/16 event and drop-off)
 - iv. West Street Auto - 5 children
 - v. Cornerstone at Milford - 1 child
 - vi. MassCor Industries - 4 children
 - vii. Mary Pratt - 3 children
 - viii. Advanced Restaurant Equipment - 2 children
 - ix. Waters Corp. - waiting on amount
 - x. Jen's college friends!
- 4. Other Events/Programs:
 - a. Annual Calendar- see attachment
Fashion Show Feb/March. Youth Council working on it. Golf Committee ramping up.
 - b. Santa Parade – Sunday, December 3rd - Postponed until 2024
 - c. Barbell88 Toy Drive - Saturday, December 16th
MYC Board members were invited to assist distributing toys to kids.
- 5. Rentals:
 - a. Current and future rentals/MYC programs through March: <https://tinyurl.com/MYCrentals>
 - i. December: Senior Walking, Kids Play, Adult Open Gym, Pickleball, Basketball
 - ii. December rentals: Respite Ctr. (Wednesday & Friday), Volleyball, Soccer, Softball
 - iii. Milford Community Use Discussion
E. Stienstra gave C. Burns all available 2024 dates. He has not yet responded.
- 6. Other:
 - a. Marketing & Communications Assistant Update and Recommendation
 - i. Lauren Kay - See portfolio
Members discussed her work experience running social media accounts for Worcester Youth Sox and a wedding site. The candidate is on top of current algorithms and what's getting views right now.
 - ii. Diane Rose - See Annual Report Mock-up
Members discussed her corporate marketing work experience. She made an Annual Report within 24 hours with great graphics. She is independently proactive.

Members discussed hiring both candidates to collaborate and for cross coverage. Split 19 hours between the two candidates. Work is assigned on a project basis as needed. Members discussed budgeting each event to include marketing.

Motion: S. Darling moved to hire Lauren Kay and Diane Rose for the position of Marketing & Communications Assistant to split the position subject to CORI checks.
Seconded: J. Dulude
Roll-Call Vote: Unanimously approved.
Motion Carries: 8-0

- b. Second MHS Equity Audit Meeting - December 12th
- c. Training - Mandatory 1-2 days for Supervisors (Equality, Diversity, Inclusion in Workplace)

There will be a gap in the Program Coordinator's attendance due to a medical issue.

7. Upcoming Meeting: Tuesday, January 9, 2024 @ 6:30

Motion: B. Rickert moved to adjourn the Regular Session at 8:38 pm.
Seconded: J. Dulude
Roll-Call Vote: Unanimously approved.
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 12/5/23
- MYC Executive Session Minutes 11/7/23
- MYC Regular Session Minutes 11/7/23
- MYC Funds Report
- YouthWorks Program
- MYC December Calendar
- All Monthly Program Fliers
- Candidate resumes, work products