

Youth Services Advisory Board

Regular Meeting
Tuesday, September 16th, 2025
6:00 PM

Youth & Family Services
265 Main Street
Portland, CT 06480

The Town of Portland will provide reasonable accommodations to assist those with special needs to attend and participate in public meetings. Please contact the Youth Services office at (860) 342-6758 at least 48 hours in advance to discuss your special needs.

AGENDA

1. Call to Order

The meeting was called to order at 6:04 PM by Margaret Stewart

2. Roll Call

Present: Michelle Donahue, Margaret Stewart, Anne Whalen

Absent: Meg Scata, Erin Livensparger (alternate)

Others: Courtney Fitzkee

3. Approve Agenda

Michelle made a motion to accept the agenda, Margaret seconded, vote approved

4. Approve Minutes

Minutes of the last meeting of the Youth Services Advisory Board were read and approved. Michelle made a motion to approve the minutes from May 20th, 2025, Margaret seconded; vote approved unanimously.

5. Old Business:

A.) Summer Kickoff event in June went great. Courtney estimates there was about 300-350 attendees.

B.) Handed out 60 backpacks with school supplies in August at the foodbank.

6. New Business:

A.) Halloween on Main Street is Friday, October 24th from 4:30-6:30. Businesses on or near Main Street have been notified to participate. There will be an area in front of Brownstone School for businesses not on Main Street to set up as well.

B.) There will be a Hidden in Plain Site presentation at the Portland fair in the Youth Exhibit tent for prevention programming.

C.) Stephen Hill will speak at the MS/HS and to parents at open house about his story of recovery and how parents can talk to their kids about this topic. Scott Driscoll will be doing a presentation at the MS/HS and open house as well about internet safety topics.

D.) There will be a Sensory Art Play Pop-Up program on the town green on Saturday, September 20th from 10:30-12.

E.) Pumpkin painting on Town Green with the Library on September 29th from 5-7

F.) Regular drop-in programs have continued.

G.) Lighted holiday parade will be on December 6th along with the town's tree lighting.

Members: Michelle Donahue, Meg Scata, Margaret Stewart, Anne Whalen Alternates: Erin Livensparger

Liaisons: Michael Pelton, Board of Selectmen

Distribution: Town Clerk, Michael Pelton, Board of Selectmen members, Youth Services Administrator, Captain Cunningham, T. Robinson, Website

7. Public Comments
No public comments
8. Board Member Comments
No board member comments
9. Next Meeting/Adjourn Meeting

Next Meeting: November 18th at 3:45 PM

Margaret made a motion to adjourn, seconded by Anne; vote approved unanimously.

The meeting was adjourned at 7:00 p.m.

Respectfully Submitted,

Courtney Fitzkee, Youth & Family Services Administrator

Members: Michelle Donahue, Meg Scata, Margaret Stewart Anne Whalen Alternates: Erin Livensparger

Liaisons: Michael Pelton, Board of Selectmen

Distribution: Town Clerk, Michael Pelton, Board of Selectmen members, Youth Services Administrator, Captain Cunningham, T. Robinson, Website