

# Youth Services Advisory Board

Regular Meeting  
Tuesday, May 21<sup>st</sup>, 2024  
4:30 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.*

*We will be adhering to the town guidance regarding wearing masks, social distancing and other mitigation practices*

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## AGENDA

1. Call to Order

The meeting was called order at 4:33 by Michelle Donahue

2. Roll Call

Present: Michelle Donahue, Margaret Stewart, Anne Whalen

Absent: Sarah Donahue, Erin Livensparger (alternate)

Others: Courtney Fitzkee, Tim Lavoy

3. Approve Agenda

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

4. Approve Minutes

Minutes of the last meeting of the Youth Services Advisory Board were read and approved. Margaret made a motion to approve the minutes from April 16, 2024, Michelle seconded; vote approved unanimously.

5. Old Business:

- a. The group discussed the upcoming summer kick-off event. It will take place Thursday, June 27th from 3:30-5:30. Ice Cream Emergency and Farm on Wheels is already booked. The library is going to do a craft. There will be info booths for other organizations in town. Michelle D. is going to organize some volunteer face painters.

6. New Business:

Courtney described the programs that are in process, coming up or that just happened. This includes drop in craft, drop in and create, little hikers and sensory process art class with Drew.

LGBTQ+ groups will end in June and take a break for the summer. May resume in a smaller capacity in the fall.

Michelle Donahue discussed the fall fest planning that is in the works. This event will happen in September with the Come on Over Portland 5K that Parks and Rec plans.

7. Public Comments

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

Liaisons: Michael Pelton, Board of Selectmen

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

No public comments

8. Board Member Comments

No board member comments

9. Next Meeting/Adjourn Meeting

Next Meeting: August 6th, 2024 at 4:30 for next YSAB special meeting

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

The meeting was adjourned at 5:25 p.m.

Respectfully Submitted,

Courtney Fitzkee, Youth & Family Services Administrator

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