

# CARIBOU UTILITIES DISTRICT

Hugh A Kirkpatrick  
General Manager  
Sue Sands  
Office Manager, Clerk  
Fred Page  
Water Operator  
Paul Rossignol  
Wastewater Operator

WATER / WASTEWATER / FIBER  
PO Box 879 ~ 176 Limestone Street  
Caribou ME 04736  
(207) 496-0911 ~ (207) 496-0921 fax

TRUSTEES  
Gary Aiken  
President  
David Martin  
Treasurer  
Philip McDonough II  
David Belyea PE  
Jay Kamm

## AGENDA

The monthly meeting of the Board of Trustees for Caribou Utilities District will be held WEDNESDAY, FEBRUARY 8, 2023 IN THE CITY COUNCIL CHAMBERS LOCATED AT 25 HIGH STREET, CARIBOU, MAINE BEGINNING AT 6:00 P.M.

1. Call Monthly meeting to order
2. Approve minutes of January 11, 2023 monthly meeting.
3. Approve Financial and Budget Report for January 2023.
4. Discuss and vote on 2023 projected budget for Water and Wastewater.
5. Review and sign projected commitment document for water charges for 2023
6. General Manager's Report
  - A. Water Projects, other
  - B. 35 York Street
  - C. River Road Lot
  - D. Fiber Project (Broadband)
  - E. Other issues



Maine Rural Water Association 2017 Maine's Best Tasting Drinking Water  
*We are an equal opportunity employer and service provider*



The monthly meeting of the Caribou Utilities District was held Wednesday, January 11, 2023 in the Conference Room of Caribou Utilities District, 176 Limestone Street, Caribou, Maine

Trustees Present;  
David Belyea, Trustee  
Jay Kamm, Trustee  
Gary Aiken, Trustee  
Philip J McDonough II, Trustee  
David Martin, Trustee

Others Present;  
Hugh Kirkpatrick, Gen. Manager  
Sue Sands, District Clerk  
Gail and Bruce Hagelstein, Citizen  
Tim Todd, Citizen  
Janine Murchison, Citizen  
Melissa Lizotte, Reporter Bangor Daily

Trustee David Belyea opened the meeting at 7:36 A.M. David Belyea moved and Gary Aiken seconded the motion to amend the original agenda and add the selection of District officers for 2023. UNANIMOUSLY VOTED. David Belyea moved to appoint Jay Kamm as District President for 2023, Jay Kamm declined the appointment. Philip McDonough moved to appoint Gary Aiken as District President for 2023, and David Martin seconded the motion. Four trustees voted in favor, and Jay Kamm voted no. Gary Aiken moved to appoint David Martin as Treasurer for 2023 and Philip McDonough seconded the motion. Four trustees voted in favor, and Jay Kamm voted no. David Martin moved to appoint Philip McDonough as Assistant Treasurer for 2023, and Gary Aiken seconded the motion. Four trustees voted in favor, and Jay Kamm voted no. Dave Belyea moved to appoint Sue Sands as District Clerk for 2023, and Jay Kamm seconded the motion. UNANIMOUSLY VOTED. The meeting was turned over to Gary Aiken, President.

Dave Belyea moved and Jay Kamm seconded the motion to accept the minutes of the December 21, 2022 meeting. Although the new Trustees were not present at the meeting, they voted to accept minutes presented. UNANIMOUSLY VOTED. Dave Belyea moved and Philip McDonough seconded the motion to accept the Financial and Budget Reports as presented. UNANIMOUSLY VOTED.

The 2023 Budget was passed out for review and will be discussed at the February meeting.

Gary Aiken discussed the time and location for future meetings. He would like to have meetings held at 6:00 PM in the City Council Chambers. Dave Belyea and Jay Kamm were in favor of the change of time but preferred meetings be held in the conference room which would make it more convenient should any financial or other documents be needed during the meeting. After more discussion, Gary Aiken moved and David Martin seconded the motion to change the location of meetings to the City Council Chambers if available at 6:00 PM. The meetings will be recorded in the same manner as the City Council Meetings, if possible. UNANIMOUSLY VOTED.

Manager Kirkpatrick discussed the three water projects approved by the Maine Bond Bank in the amount of \$467,000.00 with a possibility of a 25% principal forgiveness. The three projects include the booster stations on North and South Main Street which will be going out to bid in early February. The tank painting project and the second river crossing project have been on the back-up list for funding, but now have been re-submitted to the SRF for approval which should be published any day now.

Trustee Martin was excused from the meeting at 7:50 AM due to another commitment.

There was no further update on 35 York Street.

The sale of the property on 11 Collins Street has been finalized between the two buyers and final documents have been sent to the Register for Recording.

The 20-year lease with Emerald Valley Farms for land on the Lyons Farm owned by Caribou Utilities District has been finalized with Andy Ayer, and documents including a schedule of rent payments as well as a depreciation schedule has been sent to the Register for Recording.

The option documents for 94 acres of land on the River Road which the District wishes to buy will be mailed shortly. This land is located in the District's wellhead protection area.

Manager Kirkpatrick informed the Trustees that effective January 9, 2023, the Caribou Utilities District was granted a Pole Attachment License by the PUC which is needed for the fiber project. Trustee Aiken asked to meet with Manager Kirkpatrick in order to familiarize himself with the project.

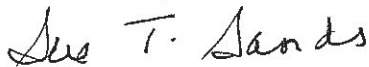
Trustee Kamm questioned the solar project and Manager Kirkpatrick explained the cost of our solar power will be increased at a flat rate of 2% annually while all other electricity sold in the area will show a much higher increase.

Gail Hagelstein had questions regarding the \$200,000 loan to fiber from the wastewater division. She asked to receive all records concerning the loan including interest rate, term, should loan default what would happen, and a copy of the loan document. Mrs. Hagelstein also asked how much money had been spent from the \$200,000 loan from the wastewater, and Sue presented a copy of check register. The process of the grant application was discussed with Trustee Kamm and Manager Kirkpatrick.

The next monthly meeting will be held Wednesday, February 8<sup>th</sup>, 2023 at the City Council Chamber located at 25 High Street beginning at 6:00 P.M.

Dave Belyea moved and Jay Kamm seconded the motion to adjourn the meeting at 8:25 A.M.  
UNANIMOUSLY VOTED.

Sue T. Sands, District Clerk



*1/25 Closed Books Conference*

**CUD Wastewater Division Expenses**

		January Expense	Year to Date Amt.	Annual Budget	% of Total Budget
<b>Administration</b>					
701.00	Salaries	\$ 12,891.83	\$ 12,891.83	\$ 168,600	8%
701.10	401A Plan	\$ 1,020.23	\$ 1,020.23	\$ 9,600	11%
702.00	Office Expense	\$ 1,512.11	\$ 1,512.11	\$ 35,000	4%
711.00	Insurance, Workers Comp	\$ 2,909.38	\$ 2,909.38	\$ 7,500	39%
711.10	Insurance, Liability, PD	\$ 8,041.55	\$ 8,041.55	\$ 16,100	50%
715.00	Insurance, Health	\$ -	\$ -	\$ 51,800	0%
716.00	Social Security	\$ 3,121.01	\$ 3,121.01	\$ 28,100	11%
721.00	Accounting Expense	\$ -	\$ -	\$ 7,500	0%
749.00	See below	\$ -	\$ -	\$ -	
750.00	Legal, Miscellaneous	\$ 19.00	\$ 19.00	\$ 1,500	1%
	<b>Subtotal / Admin</b>	\$ 29,515.11	\$ 29,515.11	\$ 325,700	9%
749.00	<b>Annual Debt Service</b>	\$ -	\$ -	\$ 250,000	0%
<b>Treatment Plant</b>					
501.00	Salaries	\$ 22,444.40	\$ 22,444.40	\$ 77,800	29%
502.00	Labor, Projects	\$ -	\$ -	\$ 6,700	0%
503.00	Utilities	\$ 239.01	\$ 239.01	\$ 7,800	3%
504.00	Chemicals	\$ -	\$ -	\$ 2,900	0%
506.00	Vehicle Maintenance	\$ 25.00	\$ 25.00	\$ 2,400	1%
507.00	Lab Supplies	\$ -	\$ -	\$ 2,600	0%
508.00	Plant Maint/Repair	\$ 47.00	\$ 47.00	\$ 4,500	1%
509.00	Plant Fuel	\$ -	\$ -	\$ 4,600	0%
510.00	Tools and Equipment	\$ 267.75	\$ 267.75	\$ 1,000	27%
513.00	Grimes Power	\$ 50.47	\$ 50.47	\$ 67,200	0%
521.00	Consultant/lab/technical fees	\$ 1,437.50	\$ 1,437.50	\$ 8,000	18%
550.00	Dues, Education, misc.	\$ 195.00	\$ 195.00	\$ 1,000	20%
	<b>Subtotal / Treatment</b>	\$ 24,706.13	\$ 24,706.13	\$ 186,500	13%
<b>Collection System</b>					
601.00	Salaries	\$ 5,911.80	\$ 5,911.80	\$ 104,500	6%
602.00	Labor, Projects	\$ -	\$ -	\$ 9,600	0%
603.00	Pump Sta. Electric Power	\$ 4,014.65	\$ 4,014.65	\$ 63,900	6%
603.10	Pump Sta. Expense	\$ -	\$ -	\$ 2,500	0%
606.00	Truck Expense / Fuel	\$ -	\$ -	\$ 20,900	0%
607.00	Paving Expense	\$ -	\$ -	\$ 900	0%
608.00	Line Repair & Maintenance	\$ -	\$ -	\$ 6,000	0%
610.00	Tools and Equipment	\$ 267.75	\$ 267.75	\$ 1,500	18%
341.10	Vehicles & Equipment	\$ -	\$ -	\$ 1,000	0%
341.20	Asset Replacement Reserve	\$ -	\$ -	\$ 33,000	0%
	<b>Subtotal / Collection</b>	\$ 10,194.20	\$ 10,194.20	\$ 243,800	4%
530.00	Depreciation	\$ -	\$ -	\$ -	
	<b>Totals Wastewater</b>	\$ 64,415.43	\$ 64,415.43	\$ 1,006,000	6%

*Quarterly Jan/July*

*Cashed*

*Paul 300/PTO*

*Alan*  
*Personnel Swi/Ven*

*James/Servants*

*new A misc*  
*Joac Dues*  
*mona*

*All repairs*

**CUD Wastewater Division Income**

*2022 - 4%*

Billed To Date		January Income	Year to Date Amt.	Annual Budget	% of Total Budget
<b>Subtotal / Billed</b>		\$ 62,828.05	\$ 62,828.05	\$ 1,021,700	6%
<b>Received To Date</b>					
401.00	Service Commitment	\$ 45,908.50	\$ 45,908.50	\$ 757,400	6%
401.50	Stormwater	\$ 686.51	\$ 686.51	\$ 5,000	14%
402.00	Trailer Park	\$ 191.25	\$ 191.25	\$ 500	38%
404.00	Lyon Farm Lease	\$ -	\$ -	\$ 25,000	0%
405.00	AWS - Leachate	\$ 240.00	\$ 240.00	\$ 4,000	6%
405.00	AWS - Septage / Trucked ww	\$ -	\$ -	\$ 213,200	0%
413.00	Lateral, Fees	\$ -	\$ -	\$ 1,000	0%
415.00	Interest / Dividends	\$ -	\$ -	\$ 2,500	0%
421.00	Lien Fees	\$ -	\$ -	\$ 200	0%
425.00	Other Income	\$ 3,000.00	\$ 3,000.00	\$ 1,800	167%
430.00	Waterworks Rental	\$ -	\$ -	\$ 11,100	0%
	<b>Subtotal / Received</b>	\$ 50,026.26	\$ 50,026.26	\$ 1,021,700	5%

*AWS - Tris*

*January 776.776 gallons @ .01895*

*addition 14,452.05*

*Land*

*2023 Fuel 3.72 + .98 2022 2.74*  
*Gas 2.96 + .21 2.75*  
*Diesel 4.28 + 1.21 3.07*

*+ 14,452.05*  
*\$ 64,478.31*

*Corrected Income*

*6%*

*2022 7*

Closed Bk. 1/25 Wed

CUD Water Division Expenses



PERIOD

1 8%

	January Expense	Year to Date Amt.	Annual Budget	% of Total Budget
<b>Administration</b>				
408.10	PUC Expense	\$ -	\$ 8,200	0%
600.20	Tank Maintenance Fund	\$ 500.00	\$ 6,000	8%
601.80	Salaries	\$ 12,831.83	\$ 168,600	8%
604.00	Employer Payroll Taxes	\$ 1,823.60	\$ 25,400	7%
604.81	Employer Health Insur.	\$ -	\$ 61,300	0%
604.82	401a Employer Share	\$ 910.57	\$ 11,800	8%
620.70	Office Expenses	\$ 2,082.15	\$ 45,000	5%
632.00	Accounting Services	\$ -	\$ 7,500	0%
633.00	Legal Services	\$ 42.00	\$ 1,500	3%
641.50	Garage, Office, Roof Rental	\$ 1,020.00	\$ 11,100	9%
657.00	Insurance/Liability, etc.	\$ 6,579.45	\$ 13,200	50%
658.00	Workers Compensation	\$ 1,131.42	\$ 3,100	36%
670.00	Bad Debt Expense	\$ -	\$ 500	0%
	<b>Subtotal / Admin</b>	\$ 26,921.02	\$ 363,200	7%
600.10	<b>Annual Debt Service</b>	\$ 9,032.76	\$ 440,000	2%
<b>Plant Production</b>				
601.10	Production Labor	\$ 940.72	\$ 15,600	6%
601.20	Labor, Projects	\$ -	\$ 6,700	0%
615.10	Electric Power/Utilities	\$ 29.81	\$ 51,100	0%
618.30	Chemicals	\$ -	\$ 27,000	0%
620.20	Maintenance	\$ -	\$ 6,500	0%
620.30	Lab Testing	\$ 150.00	\$ 6,900	2%
675.10	Dues, Education, expenses	\$ 50.00	\$ 3,200	2%
	<b>Subtotal / Plant</b>	\$ 1,170.53	\$ 117,000	1%
<b>Transmission &amp; Distribution</b>				
341.00	Vehicles & Equipment	\$ -	\$ 1,000	0%
341.1/136.1	Asset Replacement Reserve	\$ -	\$ 33,000	0%
601.50	Labor, Maintenance	\$ 10,413.52	\$ 140,400	7%
601.60	Labor, Projects	\$ -	\$ 9,600	0%
615.50	Electric Power, Utilities - Garage	\$ 540.39	\$ 10,700	5%
620.50	Tools and Equipment	\$ 1,461.25	\$ 8,400	17%
620.60	Main & Service Materials	\$ -	\$ 24,300	0%
650.60	Equipment Maintenance	\$ -	\$ 22,400	0%
675.50	Miscellaneous, Dues, Educ.	\$ 1,507.50	\$ 4,000	38%
	<b>Subtotal / T&amp;D</b>	\$ 13,922.66	\$ 253,800	5%
	<b>Totals Water</b>	\$ 51,046.97	\$ 1,174,000	4%

Jan - July  
Quarterly

telephone fuel

gas + fuel  
stand  
Electric  
Safety  
Covers  
Installation of lights  
in garage

Dues  
m m a  
new force

CUD Water Division Income

2022 - 4%

Billed To Date	January Income	Year to Date Amt.	Annual Budget	% of Total Budget
<b>Subtotal / Billed</b>	\$ 99,364.52	\$ 99,364.52	\$ 1,211,000	8%
<b>Received To Date</b>				
461.00	Service Commitment	\$ 47,751.72	\$ 829,500	6%
461.00a	Service Commitment (City)	\$ 28,916.67	\$ 347,000	8%
419.00	Interest / Dividends	\$ -	\$ 1,200	0%
421.00	Voicestream Lease	\$ 2,473.71	\$ 25,000	10%
474.00	Other Income	\$ 3,300.00	\$ 1,500	220%
476.00	Lien Fees	\$ -	\$ 500	0%
0.00	Misc.	\$ 714.58	\$ 6,300	11%
	<b>Subtotal / Received</b>	\$ 83,156.68	\$ 1,211,000	7%

w/w - 120 gas  
water 319. -

8%  
2022

*High level Review*

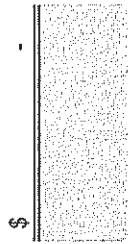
CUD Wastewater Division P&L

Check # Capital Expense, Direct

Capital Expense	Expense To Date	Total Expense	Total Income	P&L (+/-)
\$ -	\$ 64,415	\$ 64,415	\$ 50,026	\$ (14,389)



Check # Capital Expense, Financed



CUD Water Division P&L

Check # Capital Expense, Direct

Capital Expense	Expense To Date	Total Expense	Total Income	P&L (+/-)
\$ -	\$ 51,047	\$ 51,047	\$ 83,157	\$ 32,110



Check # Capital Expense, Financed

\$ 17,000.00
\$ 17,000.00

014441 Dirigo Engineering, River Crossing Proj.

Bureau of Labor Statistics

Consumer Price Index - All Urban Consumers		COLA		Water rate increase tracker				
1-Month Percent Change	Series id:	10 yr-ra	yr	CPI yr	CPI	yr	actual	+/-
1.85	CUUR0000SA0	1.77	2017	16,17,18	4.10	2021	4.03	(0.07)
1.58	CUUR0000SA0	1.76	2018	19,20,21	10.10	2022	6.17	(3.93)
1.72	CUUR0000SA0	1.72	2019	22	6.30	2023	2.50	(3.80)
1.70	CUUR0000SA0	1.70	2020	23	2.01	2024	2.50	0.49
2.06	CUUR0000SA0	2.06	2021	24	2.01	2025	2.50	0.49
2.52	CUUR0000SA0	2.52	2022	25	2.01	2026	2.50	0.49
2.58	CUUR0000SA0	2.58	2023					(6.34)
2.71	CUUR0000SA0	2.71	2024					
2.83	CUUR0000SA0	2.83	2025					
2.85	CUUR0000SA0	2.85	2026					
2.85	CUUR0000SA0	2.85	2027					
2.85	CUUR0000SA0	2.85	2028					
2.85	CUUR0000SA0	2.85	2029					
2.83	CUUR0000SA0	2.83	2030					
2.91	CUUR0000SA0	2.91	2031					
2.44	CUUR0000SA0	2.44	2032					
2.01	CUUR0000SA0	2.01	2033					
	CUUR0000SA0		2034					

Wastewater rate increase tracker		rate		rate		rate		rate	
CPI yr	CPI	yr	actual	rate	yr	actual	rate	yr	actual
18,19,20	3.00	2021	2.0	\$ 255	20	\$ 255			
21	6.70	2022	2.0	\$ 260	21	\$ 260			
22	6.30	2023	1.9	\$ 265	22	\$ 265			
23	2.01	2024	1.9	\$ 270	23	\$ 270			
24	2.01	2025	1.9	\$ 275	24	\$ 275			
25	2.01	2026	12.7	\$ 310	25	\$ 310			
									0.31

0.17 Placeholder, 20 yr average per month 2001 through 2020

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Tot
2011	0.5	0.5	1.0	0.6	0.5	(0.1)	0.1	0.3	0.2	(0.2)	(0.1)	(0.2)	3.1
2012	0.4	0.4	0.8	0.3	(0.1)	(0.1)	(0.2)	0.6	0.4	0.0	(0.5)	(0.3)	1.7
2013	0.3	0.8	0.3	(0.1)	0.2	0.2	0.0	0.1	0.1	(0.3)	(0.2)	0.0	1.4
2014	0.4	0.4	0.6	0.3	0.3	0.2	0.0	(0.2)	0.1	(0.3)	(0.5)	(0.6)	0.7
2015	(0.5)	0.4	0.6	0.2	0.5	0.4	0.0	(0.1)	(0.2)	0.0	(0.2)	(0.3)	0.8
2016	0.2	0.1	0.4	0.5	0.4	0.3	(0.2)	0.1	0.2	0.1	(0.2)	0.0	1.9
2017	0.6	0.3	0.1	0.3	0.1	0.1	(0.1)	0.3	0.5	(0.1)	0.0	(0.1)	2.0
2018	0.5	0.5	0.2	0.4	0.4	0.2	0.0	0.1	0.1	0.2	(0.3)	(0.3)	2.0
2019	0.2	0.4	0.6	0.5	0.2	0.0	0.2	0.0	0.1	0.2	(0.1)	(0.1)	2.2
2020	0.4	0.3	(0.2)	(0.7)	0.0	0.5	0.5	0.3	0.1	0.0	(0.1)	0.1	1.2
2021	0.4	0.5	0.7	0.8	0.8	0.9	0.5	0.2	0.3	0.8	0.5	0.3	6.7
2022	0.8	0.9	1.3	0.6	1.1	1.4	0.0	0.0	0.2	0.4	(0.1)	(0.3)	6.3
2023	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	2.0
2024	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	0.17	2.0

Ave (10 yr running) 2024 Cost of Living Increase 2.52

[https://data.bls.gov/timeseries/CUUR0000SA0?output\\_view=pct\\_1mth](https://data.bls.gov/timeseries/CUUR0000SA0?output_view=pct_1mth)