

The monthly meeting of the Caribou Utilities District was held Wednesday July 10, 2024 in the City Council Chambers located at 25 High Street, Caribou, Maine.

Trustees Present

Gary Aiken, President
David Martin, Treasurer
David Belyea, Trustee
Jay Kamm, Trustee
Philip McDonough, Trustee

Others Present

Sue T Sands, Office Manager, Clerk
Penny Thompson, City Manager
Derek Dufour, Wastewater
Fred Page, Water Superintendent
Kirsten Hebert, Maine Rural Water Association
Executive Director
Chris Cossett, Superintendent, Wiscasset
Water District

President Gary Aiken called the meeting to order at 6:00 P.M. Philip McDonough moved and Jay Kamm seconded the motion to approve the minutes as presented for the June 12, 2024 meeting.
UNANIMOUSLY VOTED.

The budget and financial report was discussed with the Trustees. Philip McDonough moved to accept the budget and financial reports as presented. President Aiken had several questions regarding some of the following line items; The Liability and Property Ins., Acct # 711.10; Sue explained the second premium will be due by December 31, 2024; Acct # 711, Worker's Compensation has one remaining quarter to pay, Acct; #721, Accounting has been paid in full for the year; Gary questioned the vehicle maintenance Account #506 under wastewater treatment plant which showed a credit balance. After the meeting Sue reviewed the account at the office and a grant was issued in the amount of \$2,896.09 from Maine Municipal leaving the negative balance. Account # 506 and # 606 for vehicle maintenance will be reviewed. Account # 425, Other Income was questioned. To date the total income is \$621.94 and last year at the same time it was \$4,179.85 due to sale of property on Collins Street. Account # 702, office expense was discussed. Sue explained Hugh had turned expense sheets in for 2021-22-23 and 2024 before he left. Although he was aware they should have been turned in monthly, Sue issued checks for the legitimate mileage claimed during the timeframe. Hugh attended two conferences in Augusta, MRWA and MWUA each year, mileage allowed for each month of the year, and several trips to Rollinsford NH regarding Huber step screen, (trailer) and control panels, (for headworks) and tours of Somersworth NH, York and Kennebunkport wastewater facilities. David Martin made a motion for all expense sheets to be turned in within 30 days. Jay Kamm seconded the motion. David Belyea amended the motion to include adding this information to the Personnel Policy. Philip McDonough added he would like for expense sheets be turned in within 30 days, or within the end of the fiscal year or else there would be no payment since the fiscal year budget had closed. Jay Kamm amended his motion to read, expense sheets need to be turned in within 30 days, or by end of fiscal year in order to be paid, and to add the 30-day deadline to the personnel policy. UNANIMOUSLY VOTED.

Trustee McDonough questioned if Jim Lord would be doing the final walk-through inspection of the booster station project which was to be completed by July 12, 2024, and if so, Trustee McDonough would like to be included. However, Fred Page indicated the inspection had been completed by two APEX inspectors.

The Trustees were inquiring if the District would need for Alan to come in until a General Manager is hired. Sue explained that Fred and Derek were doing an awesome job, and with no projects lined up for

the summer, it would not be necessary. Alan did say he was a telephone call away if anyone needed assistance. All of the employees have been doing maintenance work, replacing hydrants, etc.

Manager Thompson met with the representatives from the parent company from Canada regarding the Chadwick-Baross project and everything is moving right along. She also talked with VRSA representatives regarding a few questions they had with the documents they received.

Derek Dufour has been working with FEMA representatives regarding Grant funding for the River crossing project. There are several accounts to choose from and Caribou has selected "BRIC". The representatives suggested to have a grant writer, or have assistance from the City Grant writer. Dirigo Engineering cannot be part of the grant writing for FEMA funding.

Sue Sands discussed with the Trustees the possibility of having another signer of checks in the office in case she was not available. Also, any checks over \$10,000.00 need two signers and it would be much more convenient if another signer from the office was added. The Trustees felt with three Trustees currently as signers, there would be no reason why they couldn't be called to the office when necessary for signing.

The Financial Statements for 12-31-23 were given to the Trustees at the last meeting for their review. There were no questions or comments from the Trustees regarding the audit. The auditor was pleased to report no disagreements or difficulties in dealing with management arose during the course of the audit, and no significant issues were discussed regarding performance. Therefore it was a clean audit with no findings.

Trustees along with Derek and Fred discussed the need for a tractor/mower for the District. The current one is 41 years old and finally has quit. Gary Marquis from the Rec. Center was kind enough to loan their tractor to the District for the mowing for a charge of \$500.00. Trustee Aiken felt that by borrowing the tractor each year at this price would be much more feasible to the District than purchasing a more expensive tractor. Derek questioned the borrowing every year for the use of the tractor, and the possibility if anything were to happen to it, it would be the District's responsibility. Derek also mentioned if the District had their own machine, whenever time allowed they would be able to mow rather than use one allotted week per year. As it stands currently, The solar area on the River Road will not be mowed this year unless it is hired out. In the past the District has mowed the area for Revision Energy for a cost of \$2,000.00 per year. Dave Belyea felt along with Jay Kamm that if the District could find a good deal they should purchase their own equipment. The discussion will be tabled until a later date

Derek received a quote from F. W. Webb Company for cost of heat pumps installed in District office. The District would be eligible to apply for a rebate from Efficiency Maine. Derek also received a quote from AM Construction & Roofing for roof replacement at water garage and the office, as well as new siding to be put on the office to match siding used at new Booster Station. Troy Haney sub-contracts with AM Construction. The Trustees asked for additional quotes and if possible the projects could be completed this year. Fred Page stated that the water garage has several leaks near all electric outlets and this roof definitely should be taken care of this year.

Kirsten Hebert and Cris Cossett were welcomed to the meeting. They were representing Maine Rural Water Association who conducted a Trustee Training seminar the prior night.

Philip McDonough moved and Jay Kamm seconded the motion to move to go into executive session, Title 1, Chapter 13, 405 6E, Consultations between a body or agency and its attorney concerning the legal rights and duties of the body or agency, pending or contemplated litigation at 7:05 PM.

Philip McDonough moved and Jay Kamm seconded the motion to move out of executive session, Title 1, Chapter 13, 405 6E, Consultations between a body or agency and its attorney concerning the legal rights and duties of the body or agency, pending or contemplated litigation at 7:10 PM. Philip McDonough moved and David Martin seconded the motion to adjourn the meeting at 7:12PM. UNANIMOUSLY VOTED.

Sue T Sands, Office Manager, District Clerk

Sue T. Sands