

Jonathan Helstrom
General Manager
Sue Sands
Office Manager, Clerk
Fred Page
Water Superintendent
Derek Dufour
Wastewater Superintendent



Caribou Utilities District
Water & Wastewater
P.O. Box 10 Caribou, ME 04736 (207) 496-0911

Trustees
Gary Aiken
President
David Martin
Treasurer
Philip J. McDonough II
David Belyea, P.E.
Jay Kamm

The monthly meeting of the Caribou Utilities District was held Wednesday August 14, 2024 in the City Council Chambers located at 25 High Street, Caribou, Maine.

Trustees Present

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

Absent, Jay Kamm

Others Present

Sue T Sands, Office Manager, Clerk
Penny Thompson, City Manager
Derek Dufour, Wastewater Superintendent
Fred Page, Water Superintendent
Jonathan Helstrom, Caribou Utilities District
General Manager 09/01/2024
Mark Luehrs, Caribou Citizen

President Gary Aiken called the meeting to order at 6:05 P.M. Philip McDonough moved and Jay Kamm seconded the motion to approve the minutes as presented for the July 10, 2024 meeting.
UNANIMOUSLY VOTED.

Trustee McDonough had questions regarding two of the line items on the budget report; #521, wastewater treatment with total balance of \$5232.43. Sue explained that all seminars and conferences attended by employees in order to receive credits for their license was included in this account, plus The DEP annual discharge fee of \$3,555.01 was included under this line item. Account # 603.10, pump station expense has a total for the year of \$9579.15. Much of this line item included repairs for the cooling system and generator at the plant due to the power outage in the spring.

Trustee Aiken questioned the office expense for each division, #702 for wastewater, and #620.7 for the water division. Sue explained that all the annual fees for maintenance and support have been paid for the year. The additional expense for the year included travel vouchers turned in by Hugh Kirkpatrick before he left the District in June. Sue reviewed the office expense with the 2023 totals and the difference between the two years is the outsourcing of the monthly bills. In 2023, the only charge for the billing that appeared under office expense was the postage of approximately \$1,000.00 per month. The cost for the office staff to prepare the bills for mailing was included under payroll expense. Once the monthly outsourcing began in November 2023, the total cost of approximately \$2,000.00 per month has been split between account # 620.7 and # 702. The water division has \$40,000.00 budgeted for office expense for 2024 while the wastewater has only \$35,000.00. There will be approximately an additional \$5,000.00 for each division for the remainder of the year just for outsourcing. We are still saving approximately \$275.00 per month to have the bills outsourced. David Martin moved and Philip

McDonough seconded the motion to approve the Budget and Financial Reports as presented.
UNANIMOUSLY VOTED.

Scott Ouellette, the contractor who is harvesting wood for the District stopped by the office this afternoon. He wanted the Trustees to know that effective August 19, 2024 the mill would be dropping the price of Spruce and Fir by \$10.00 per ton. He was questioning if I thought the District would split the \$10.00 with him and receive \$16.28 per ton rather than the \$21.28 per ton and he would continue cutting on the same wood lot that he currently is cutting on, and he would absorb the other \$5.00 per ton. I told him I would discuss the matter with the Trustees at the meeting Wednesday night. The Trustees discussed the contract and David Martin moved and Philip McDonough seconded the motion to give Mr. Ouellette the option to continue cutting for the price of \$21.28 per ton, stop cutting until the price goes back up, or cut and store the wood until the price increases. UNANIMOUSLY VOTED. President Aiken will call Scott after the meeting 08/14/24 to discuss the contract.

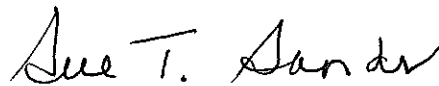
Apex will replace incorrect foundation insulation at the Booster Station. Jim Lord of Dirigo will prep and submit for SRF funding in September for the Shovel Ready River Crossing.

The CDS Grant has been approved by the appropriations committee, and now needs Congress approval, built in the budget and signed by the president. Application efforts have begun on the Hazard Mitigation Grant Program. A meeting will be held August 14th via zoom with the City Manager, Karen Gorman, Derek and NMDC for obtaining further assistance with the grant application.

Derek reviewed quotes received from local contractors on heat pumps, roofing on the water garage and roofing and siding on the office. David Martin moved and Philip McDonough seconded the motion to award the roofing project to Haney's Home and Garden Center if the job can be completed by October 15, 2024, and if not the contractor will be assessed a fee of \$250.00 for each business day over the deadline of 10/15/24. UNANIMOUSLY VOTED. The Trustees would like to see additional options for the siding.

Philip McDonough moved and David Martin seconded the motion to adjourn the meeting at 6:55 PM.
UNANIMOUSLY VOTED.

Sue T Sands, Office Manager, District Clerk

A handwritten signature in cursive script that reads "Sue T. Sands".