

**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  
**David Belyea, P.E.**  
**Jay Kamm**  
**Matthew Till**

## Caribou Utilities District Board of Trustees Monthly Meeting Agenda

**Type:** Monthly Meeting, Board of Trustees  
**When:** TUESDAY, AUGUST 19, 2025, 6:00 P.M.  
**Where:** City Council Chambers, 25 High Street, Caribou, Maine

### **Agenda:**

**1. Approval of Minutes**

- Review and approval of the minutes from July 16, 2025 monthly meeting

**2. Financial Reports**

- Budget and financial reports for period ending July 2025

**3. Multi Department Update**

- Updates on matters related to both water and wastewater

**4. Water Department Update**

- Updates on water-related matters, projects, and any relevant issues

**5. Wastewater Department Update**

- Updates on wastewater-related matters, projects, and any relevant issues

**6. Other Business**

**Signature and approval of Commitment Letter with Katahdin Trust Company on Line of Credit for \$200,000.00 for Wastewater Division**

**Proposed Vote, by the Board of Trustees of Caribou Utilities District, Caribou, Maine to hereby approve the application made to the State Revolving Loan Fund at MMBB for approval to borrow up to \$2,192,000, less forgiveness of up to \$767,200 of permanent financing to fund the Aroostook River Crossing Project, including design and construction costs, transaction costs and all related expenses (the "Project")**

**Discharge of Sewer/Water Liens**

**7. Schedule and Confirm Next Meeting**

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## Monthly Management Report

**Month Ending:** July, 2025  
**Prepared By:** Jonathan Helstrom

### Agenda

#### 1. Approval of Minutes

- No additional comments on the July 16, 2025, monthly meeting.

#### 2. Financial Report

- No additional comments on the financials through the end of July.

#### 3. Multi-Department Update

- The field crew completed work on High Street and Sweeden Street. In total, 51 gate boxes and 37 manholes were adjusted. During the process, three manhole structures on Sweeden Street were found to be in disrepair and required replacement of the upper concrete cone section. Below is a breakdown of wastewater department material costs for the DOT project on High and Sweeden Street:
  - **High Street:** \$3,151 (average cost of \$315.13 per manhole)
  - **Sweeden Street:** \$12,077.63 (average cost of \$447.32 per manhole)
  - **Price range per manhole:** \$123 to \$866

The field crew is nearly finished preparing manhole and gate box adjustments on 21 city streets scheduled for paving this summer.

#### **4. Water Department Update**

- Work continues on the pre-application for the Northern Border Regional Commission Catalyst Grant. This application seeks additional funding for the redundant river crossing project.

#### **5. Wastewater Department Update**

- With strong support from Senator Susan Collins, \$3,288,000 has been included in the FY 2026 Interior and Environment Appropriations Bill for our wastewater treatment facility upgrade project. The bill was recently approved by the Senate Appropriations Committee, marking a significant milestone in our infrastructure modernization efforts. While the appropriations process still requires reconciliation between House and Senate versions and final Presidential approval, this development represents meaningful progress toward our long-term goals. Special thanks to the following individuals and organizations for their letters of support:
  - Penny Thompson, City of Caribou
  - Mark Draper, Aroostook Waste Solutions
  - Jason Parent, Aroostook County Action Program
  - Troy Haney, Caribou Development Committee
  - Tim Guerrette, Maine House of Representatives, District 4
  - Lehrle Kieffer, Kieffer Real Estate

Their advocacy was instrumental in helping us reach this point.

- We assisted the City in slip-lining the city-owned sewer lateral, a project funded by a grant received by the City.
- No update on the FEMA grant application.

#### **6. Other Business**

- Resolution to approve the wastewater line of credit from Katahdin Trust Company. The resolution can be found in Attachment A.
- Resolution to approve interim and permanent financing of up to \$2,192,000, less principal forgiveness of \$767,200, to fund the water river crossing project. The resolution can be found in Attachment B.
- Signature required on Discharge of Sewer/Water Lines.

#### **7. Schedule Next Meeting**

- The next meeting is scheduled for September 10, 2025.

# Attachment A

## **Motion: Authorization to Borrow from Katahdin Trust Company**

\_\_\_\_\_ made a motion to authorize the Caribou Utilities District to borrow \$200,000.00 from the Katahdin Trust Company line of credit. This motion also grants President Gary Aiken and Treasurer David Martin the authority to sign any necessary documents on behalf of the District. Additionally, the board authorizes Jonathan Helstrom and Sue Sands to initiate advances on the line of credit.

\_\_\_\_\_ seconded the motion. With no further discussion, the vote was \_\_\_\_ in favor and \_\_\_\_ opposed. Motion passed.

# Attachment B

## MMBB Resolution

### PROPOSED VOTE

VOTED by the Board of Trustees of the Caribou Utilities District of Caribou, Maine as follows:

- VOTED:
- (1) That the Board of Trustees hereby approves the application made to the State Revolving Loan Fund at the Maine Municipal Bond Bank for approval to borrow up to \$2,192,000, less forgiveness of up to \$767,200 of permanent financing to fund the Aroostook River Crossing Project, including design and construction costs, transaction costs and all related expenses (the "Project").
  - (2) That, pursuant to authority granted by the Charter of the Caribou Utilities District, and specifically Section 12 thereof, and any other applicable law, the District is hereby authorized to issue and sell to the Maine Municipal Bond Bank a Revenue Obligation Bond of the District (the "Bond") in an aggregate principal amount not to exceed \$2,192,000 to fund the Project, said funding to include transaction costs and all other expenses reasonably related to the Project.
  - (3) That the District Treasurer and President of the Board of Trustees are hereby authorized to execute and deliver the Bond on behalf of the District to the Maine Municipal Bond Bank. The Bond is to be sold upon such further terms and conditions and at such interest rates as may be approved by the Treasurer and President of the Board of Trustees and shall have the District seal affixed and be attested by the District Clerk, or another official of the District.
  - (4) That the District Treasurer is authorized and directed to issue a revenue obligation note or notes to the Maine Municipal Bond Bank in the amount of up to \$2,192,000 on behalf of the District at a rate of interest as may be approved by the Treasurer and President of the Board of Trustees, and for a term not to exceed one year, said interim funding to include engineering and construction costs, transaction costs and all other expenses reasonably related thereto.
  - (5) That the District hereby irrevocably pledges the user fees, rates, assessments and other charges of the District for the payment of the debt service on the Bond.
  - (6) That the Treasurer and President of the Board of Trustees are hereby authorized to execute and deliver a Loan Agreement with the Maine Municipal Bond Bank, in such form as the Maine Municipal Bond Bank shall require.
  - (7) That the District officers and officials are hereby authorized to execute and deliver any and all documents and certificates, and to take any and all actions, including affixing the seal of the District as may be necessary or convenient to carry out the full purport and intent of the foregoing orders, or any one of them.

**Jonathan Helstrom**  
General Manager  
**Sue Sands**  
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## **Caribou Utilities District**

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**Matthew Till**

The monthly meeting of the Caribou Utilities District was held Wednesday, July 16, 2025 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  
Matthew Till, Trustee

### Others Present

Jonathan Helstrom, General Manager  
Sue T Sands, Office Manager, District Clerk  
Penny Thompson, City Manager

President Gary Aiken opened the meeting at 6:00 PM. After reviewing the minutes of the June 11, 2025 meeting, David Martin moved and Jay Kamm seconded the motion to approve the minutes as presented. UNANIMOUSLY VOTED.

The budget and financial reports were reviewed by the Trustees. Manager Helstrom discussed the Contractual Services, (Accounting), Account # 721 for wastewater and Account # 632 for water for the fiscal year ending 12-31-24. The water division had an additional \$5,000.00 charge for the year due to a Federal Single Audit required once the Interim Loan for the Booster Station upgrade and the tank painting project closed in 2024. The Capital Accounts used for purchases, as well as the Capital Reserve Accounts were discussed with the Trustees. The Cash reserve accounts represent funds set aside monthly for each of the projects for the District, and are available for withdrawal when debt service payments are due, as well as additional reserve funding set aside for operating expenses if necessary. David Belyea moved and David Martin seconded the motion to accept the reports as presented. UNANIMOUSLY VOTED.

Manager Helstrom discussed summer projects that both water and wastewater field crew have been working on with the City and DOT. The gate boxes and manholes have been adjusted in preparation of the paving on Sweden and High Street. Several manhole structures on far end of Sweden Street were found to be in disrepair and required replacement of the upper concrete cone section. The field crew recently completed flagging training.

Manager Helstrom and Sue Sands met with the PUC recently regarding necessary steps for changing from monthly to bi-monthly billing.

NEIWPC, (New England Interstate Water Pollution Control Commission) is offering no-cost technical assistance to the District through its EPA-Funded Training and Technical Assistance Program. The first step will be completion of the EPA's CMOM (Capacity, Management, Operations, and Maintenance) self-assessment. The assessment will identify and prioritize maintenance and repair needs, help to find

funding sources and preparing applications, and mapping infrastructure and developing an asset management plan. All assistance must be completed by June 30, 2026.

The Caribou Development Committee is currently evaluating City and CUD owned properties for potential economic development opportunities. Manager Helstrom suggested the CUD owned freezer lot on Grimes Road would be a potential for such development, with the condition that CUD retains the right for spray irrigation on adjacent farmland if necessary. David Belyea moved and Jay Kamm seconded the motion to support and make available the Freezer Plant lot on Grimes Road for consideration of economic development in the future providing CUD has proper easements and other necessary documents in place. UNANIMOUSLY VOTED.

FEMA now requires quasi-municipal governments, such as CUD, to adopt a Local Hazard Mitigation Plan to be eligible for Hazard Mitigation Assistance funding. FEMA has agreed to allow CUD to retroactively adopt the Aroostook County Hazard Mitigation Plan. David Belyea moved and David Martin seconded the motion for Caribou Utilities District to actively participate in the upcoming 2026 Aroostook County HMP planning process and adopt the 2026 plan for the District. UNANIMOUSLY VOTED. After the meeting, The Trustees of Caribou Utilities signed the Resolution of Adoption, 07/16/25. This resolution would lessen the impacts of man-made disasters which may occur at any time and this plan is necessary for the development of a risk assessment and effective mitigation strategy.

David Martin moved and Matthew Till seconded the motion to approve the 12-31-24 Financial Statement prepared for Caribou Utilities District by Chester M. Kearney Co. UNANIMOUSLY VOTED.

A \$200,000.00 Line of Credit with Machias Savings Bank was discussed. The District was notified that Bond Counsel would be required by Machias Savings Bank in order to renew for another year. The Trustees were not interested in the renewal due to the new requirement. David Martin moved and Jay Kamm seconded the motion to authorize Katahdin Trust Company to issue a second line of credit in the amount of \$200,000.00 for the Wastewater Division. UNANIMOUSLY VOTED.

Due to other commitments, the August meeting will be Tuesday, August 19, 2025 at 6:00 PM in the Council Chambers. Jay Kamm moved and David Martin seconded the motion to adjourn the meeting at 6:40 PM. UNANIMOUSLY VOTED.

Sue T Sands, Office Manager, District Clerk

# July 2025 Profit & Loss

Caribou Utilities District **Water Department**

REVENUE	Account	2025 Budget	Cumulative Total	% of Budget
Metered	461.0	\$895,000.00	\$498,610.14	56%
Public Fire Protection	463.0	\$352,344.00	\$205,534.00	58%
Lien Fees	476	\$500.00	\$0.00	0%
Miscellaneous Customer Service and Fees	0.00	\$15,000.00	\$10,827.45	72%
Other Income	474	\$15,000.00	\$9,543.20	64%
Earned Interest	419	\$5,000.00	\$6,271.79	125%
Lease Agreements	421	\$33,000.00	\$20,290.97	61%
<b>TOTAL REVENUE</b>		<b>\$1,315,844.00</b>	<b>\$751,077.55</b>	<b>57%</b>

EXPENSE	Account	2025 Budget	Cumulative Total	% of Budget
Administration Wages	601.80	\$199,000.00	\$128,163.71	64%
Field Wages	601.20	\$188,000.00	\$119,034.99	63%
Admin & General Expenses (Outsourcing)	620.70	\$12,000.00	\$7,709.93	64%
Admin & General Expenses (Office Supplies)	620.75	\$7,000.00	\$5,819.14	83%
Admin & General Expenses (Communication & Maintenance)	620.78	\$4,000.00	\$2,248.36	56%
Admin & General Expenses (Advertising)	620.79	\$1,500.00	\$236.27	16%
Admin & General Expenses (Travel, Education & License)	620.71	\$8,000.00	\$3,271.27	41%
Retirement (401a)	604.82	\$13,000.00	\$10,074.97	77%
Health Insurance & Stipend	604.81	\$83,000.00	\$40,006.47	48%
Payroll Tax	604.00	\$32,000.00	\$19,980.44	62%
Purchased Power (Plant Production)	615.10	\$71,000.00	\$37,902.38	53%
Purchased Power (Transmission & Distribution)	615.50	\$10,000.00	\$4,060.87	41%
Communication	616.00	\$2,000.00	\$2,328.70	116%
Chemicals	618.30	\$25,000.00	\$15,750.16	63%
Operations & Maintenance (Treatment)	620.20	\$8,500.00	\$2,847.00	33%
Operations & Maintenance (Transmission & Distribution)	620.60	\$30,500.00	\$29,667.69	97%
Laboratory Supplies & Testing	620.30	\$9,000.00	\$2,308.45	26%
Operation Tools and Equipment	620.50	\$7,500.00	\$2,722.59	36%
Contractual Services Engineering & Technical	620.26	\$10,000.00	\$775.00	8%
Contractual Services Accounting	632.00	\$6,400.00	\$11,375.00	178%
Contractual Services Legal	633.00	\$1,000.00	\$152.00	15%
Transportation	650.30	\$23,000.00	\$14,841.08	65%
Insurance (General Liability)	657.00	\$16,000.00	\$15,169.17	95%
Insurance (Workers Compensation & Unemployment)	658.00	\$6,000.00	\$766.31	13%
Bad Debt	670.00	\$500.00	\$772.38	154%
Heating	615.55	\$4,000.00	\$3,804.49	95%
Miscellaneous, Subscriptions, Dues & Regulatory Fees	675.50	\$27,000.00	\$9,772.93	36%
Utility Regulator Assessment Fees	408.10	\$8,500.00	\$7,868.00	93%
Tank Maintenance Fund	600.20	\$6,000.00	\$4,000.00	67%
Asset Replacement Reserve	341.10	\$33,000.00	\$14,000.00	42%
Garage & Office Roof Loan Payment	641.50	\$7,000.00	\$2,228.52	32%
<b>SUBTOTAL EXPENSE</b>		<b>\$859,400.00</b>	<b>\$519,658.27</b>	<b>60%</b>
Principal Payment (Long Term Debt Payments)	600.10	\$381,000.00	\$267,932.44	70%
<b>TOTAL EXPENSE</b>		<b>\$1,240,400.00</b>	<b>\$787,590.71</b>	<b>63%</b>
<b>PROFIT (LOSS)</b>		<b>\$75,444.00</b>	<b>(\$36,513.16)</b>	



# 2025 Capital

Caribou Utilities District [Water Department](#)

EXPENSE TYPE	DESCRIPTION	ESTIMATED COST	JUNE	JULY
Transportation	3/4 Ton Vehicle with Plow, 1/2 Service Box, 1/2 SUV	\$86,000.00	\$83,419.93	\$83,419.93
Treatment	PLC and SCADA Upgrade	\$80,000.00	\$0.00	\$13,772.34
Transmission & Distribution	Gate Box Repair Tops and Two Hydrants	\$15,000.00	\$0.00	\$0.00
Other	Computer Upgrades and Office Heat Pumps	\$17,000.00	\$13,029.34	\$13,029.34
	Meters		\$3,673.86	\$3,673.86
TOTAL EXPENSE		\$198,000.00	\$96,449.27	\$110,221.61

# July 2025 Profit & Loss

Caribou Utilities District **Wastewater Department**

REVENUE	Account	2025 Budget	Cumulative Total	% of Budget
Treatment	401.0	\$760,000.00	\$453,508.47	60%
AWS Leachate	405.0	\$202,000.00	\$154,526.50	76%
Trucked Septage & Wastewater	405.1	\$5,000.00	\$0.00	0%
Stormwater	401.5	\$5,000.00	\$2,376.22	48%
Miscellaneous Service & Fees	425 & 413	\$15,000.00	\$35,242.82	235%
Earned Interest	415.0	\$14,000.00	\$5,620.69	40%
Garage & Office Roof Loan Payment	430.0	\$9,800.00	\$4,824.48	49%
Lease Agreements	404.0	\$25,000.00	\$25,000.00	100%
<b>TOTAL REVENUE</b>		<b>\$1,035,800.00</b>	<b>\$681,099.18</b>	<b>66%</b>

EXPENSE	Account	2025 Budget	Cumulative Total	% of Budget
Administration Wages	701.0	\$144,000.00	\$86,637.09	60%
Field Wages	501.00	\$177,000.00	\$113,038.80	64%
Admin & General Expenses (Outsourcing)	702.00	\$12,000.00	\$6,916.26	58%
Admin & General Expenses (Office Supplies)	702.10	\$7,000.00	\$7,550.21	108%
Admin & General Expenses (Communication & Maintenance)	702.20	\$4,000.00	\$1,532.69	38%
Admin & General Expenses (Advertising)	702.25	\$1,500.00	\$555.53	37%
Admin & General Expenses (Travel, Education & License)	702.30	\$8,000.00	\$1,605.05	20%
Retirement (401a)	701.10	\$10,000.00	\$6,294.63	63%
Health Insurance & Stipend	715.00	\$83,000.00	\$36,866.03	44%
Payroll Tax	716.00	\$26,000.00	\$16,044.04	62%
Purchased Power (Treatment)	513.00	\$94,000.00	\$75,523.14	80%
Purchased Power (Pumping)	603.00	\$80,000.00	\$51,538.91	64%
Communication	503.00	\$2,500.00	\$2,534.51	101%
Chemicals	504.00	\$5,000.00	\$2,613.52	52%
Operations & Maintenance (Pumping)	603.10	\$10,000.00	\$8,493.50	85%
Operations & Maintenance (Treatment)	508.00	\$10,000.00	(\$327.67)	-3%
Operations & Maintenance (Collection)	608.00	\$10,000.00	\$11,548.98	115%
Laboratory Supplies & Testing	507.00	\$22,000.00	\$8,697.73	40%
Operation Tools and Equipment	510.00	\$5,500.00	(\$936.11)	-17%
Contractual Services Accounting	721.00	\$6,400.00	\$6,375.00	100%
Contractual Services Legal	750.00	\$2,000.00	\$437.00	22%
Contractual Services Engineering & Technical	521.00	\$10,000.00	\$5,151.47	52%
Transportation	506.00	\$23,000.00	\$12,846.78	56%
Insurance General Liability	711.10	\$17,000.00	\$18,195.33	107%
Insurance Workers Compensation	711.00	\$8,000.00	\$207.04	3%
Heating	509.00	\$5,500.00	\$4,210.64	77%
Miscellaneous, Subscriptions, Dues & Regulatory Fees	550.00	\$27,000.00	\$6,927.66	26%
Garage & Office Roof Loan Payment	741.50	\$2,800.00	\$880.02	31%
Asset Replacement Reserves	341.20	\$33,000.00	\$14,000.00	42%
<b>SUBTOTAL EXPENSE</b>		<b>\$846,200.00</b>	<b>\$505,957.78</b>	<b>60%</b>
Principal Payment (Long Term Debt Payments)	749.00	\$186,500.00	\$34,463.53	18%
<b>TOTAL EXPENSE</b>		<b>\$1,032,700.00</b>	<b>\$540,421.31</b>	<b>52%</b>
<b>PROFIT (LOSS)</b>		<b>\$3,100.00</b>	<b>\$140,677.87</b>	

# 2025 Capital

Caribou Utilities District **Wastewater Department**

EXPENSE TYPE	DESCRIPTION	ESTIMATED COST	JUNE	JULY
Transportation	3/4 Ton Vehicle with Plow, 1/2 Service Box, 1/2 SUV	\$86,000.00	\$82,601.49	\$82,601.49
Treatment	Dissolved Oxygen & pH Meter and Probes	\$7,000.00	\$5,104.71	\$5,104.71
Pumping	Two Lift Station Pumps	\$12,000.00	\$0.00	\$0.00
Collection	Manhole Ring/Covers, Pro-Rings, Risers and Cones	\$12,000.00	\$16,588.05	\$24,853.47
Other	Computer Upgrades and Office Heat Pumps	\$17,000.00	\$13,029.34	\$13,029.34
	Garage Door Repairs		\$2,000.00	\$2,000.00
<b>TOTAL EXPENSE</b>		<b>\$134,000.00</b>	<b>\$119,323.59</b>	<b>\$127,589.01</b>