

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: October 8, 2025 at 6:00 PM
Where: City Council Chambers, 25 High Street, Caribou, Maine

Agenda:

1. **Approval of Minutes**
 - Review and approval of the minutes from September 10, 2025 monthly meeting
2. **Financial Reports**
 - Budget and financial reports for period ending September 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**
 - Resolution naming Mr. Helstrom grant administrator and authorized official pertaining to NBRC grant.
 - Any additional items not covered above
7. **Schedule Next Meeting**
 - Confirm next meeting

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Monthly Management Report

Month Ending: September, 2025

Prepared By: Jonathan Helstrom

Agenda

1. Approval of Minutes

- No additional comments on the September 10, 2025, monthly meeting.

2. Financial Report

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

3. Multi-Department Update

- The vacuum truck was delivered on September 24, 2025.
- I was honored to receive the Joint Environmental Training Coordinating Committee (JETCC) Service Award at the fall Maine Water Environment Association conference. This annual award is presented to one individual in recognition of their dedication and support in advancing the training of environmental professionals across the State of Maine.

4. Water Department Update

- The pre-application for the NBRC Catalyst Grant was successfully submitted on August 27, 2025, to support additional funding for the water main river crossing project. On September 22, 2025, we received notification that we have been invited to submit a full application, which is due by October 10, 2025.

As part of the application process, a formal resolution is required to designate me as the grant administrator and authorized official for this grant. The proposed resolution is attached for review and approval.

- I would like to thank the Caribou Fire Department for initiating hydrant training with EJP on 9-16-2025. Their collaboration in protecting the integrity of our water system is greatly appreciated and reflects a strong commitment to public safety and infrastructure resilience.
- The Drinking Water Program conducted a scheduled triennial Sanitary Survey on 9-16-2025. The results of the survey are not yet available. I believe the only required action is to inspect the inside of the North Main Low-Pressure Tank by September of 2026. All the other tanks were inspected in 2023.
- Water SCADA/PLC upgrade is scheduled for the week of October 20th.

5. Wastewater Department Update

- No update on the FEMA grant application.
- Annual flushing of the wastewater system is nearly complete. This is an important task that helps prevent costly backups and wastewater overflows.
- CUD field crew did a joint confined space training with Caribou Public Works. This collaborative effort was a good opportunity for CUD to practice confined space rescue and for Public Works to become compliant with Maine Department of Labor requirements.

6. Other Business

- Gary Aiken provided a letter of resignation effective 9-19-2025. A copy of the letter is attached.
- Discussion on whether to grant me an additional week of paid vacation per year. This is a follow-up to my request on 9-10-2025.

7. Schedule Next Meeting

- The next meeting is scheduled for November 12, 2025.

The monthly meeting of the Caribou Utilities District was held Wednesday, September 10, 2025 in the City Council Chambers located at 25 High Street, Caribou, Maine.

Trustees Present

David Martin, Treasurer
David Belyea, Trustee
Jay Kamm, Trustee
Matthew Till, Trustee

Gary Aiken, Absent

Others Present

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

Trustee Jay Kamm opened the meeting at 6:00 PM in the absence of Gary Aiken, President. After reviewing the minutes of the August 19, 2025 meeting, David Belyea moved and David Martin seconded the motion to approve the minutes as presented. UNANIMOUSLY VOTED.

David Belyea moved and Matthew Till seconded the motion to approve the Budget and Financial reports for August 2025. UNANIMOUSLY VOTED. The 2026 Budget will hopefully be available for review by the Trustees at the December 2025 meeting. Funds for the New Vacuum truck have been transferred to the District operating account with a tentative delivery date of September 24, 2025.

The Northern Border Regional Commission Catalyst Grant application has been submitted, and if approved, the funds will be an additional source of funding for the redundant river crossing project. No further update has been received by the District on the FEMA grant application.

The description of the Wastewater upgrade project has been revised, and the redundant wastewater river crossing has been removed from the scope of work, (estimated at a cost of \$1,026,250) and the District added \$300,000 for the Grimes generator to the CDS request in case the FEMA Grant application is not approved. After a discussion with Jim Lord, Engineer for Dirigo Engineering and CWSRF staff, a 10% construction contingency (\$330,000) has been added in order to account for market volatility and the higher-than expected bids currently being seen across Maine. These adjustments bring the revised project total to \$5,001,600, leaving CUD's unfunded loan portion at approximately \$1.7 million. We are not required to borrow the full \$1.7 million (the maximum we could borrow if needed. Once the preliminary engineering begins, the District will need to determine how much to actually borrow and design the project around the budget. Although the District could possibly apply for additional grants, it's very unlikely since the CDS grant already covers 65% of the project cost.

David Martin moved and Dave Belyea seconded the motion to move to go into Executive Session, Maine Revised Statutes, Title 1, Chapter 13, 405 (6) A, Discussion or consideration of employment, appointment, assignment, duties, promotion, demotion, compensation, evaluation, disciplining, resignation, or dismissal of an individual or group of public officials at 6:15 P.M. UNANIMOUSLY VOTED. David Martin moved and Dave Belyea seconded the motion to come out of Executive Session, Maine Revised Statutes, Title 1, Chapter 13, 405 (6) A, at 6:35 P.M. UNANIMOUSLY VOTED.

David Martin moved and Dave Belyea seconded the motion to increase current salary of General Manager Jonathan Helstrom to \$104,000.00 per year, retro to September 1, 2025 which is the one year anniversary date of hire. The COL increase will be added at beginning of each year comparable with other District employees. UNANIMOUSLY VOTED. David Martin moved and David Belyea seconded the motion to adjourn the meeting at 6:42 P.M. UNANIMOUSLY VOTED. The next scheduled meeting will be Wednesday, October 8, 2025 at 6:00 P.M. Sue T Sands, District Clerk, Office Manager.

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September 11, 2025

Board of Trustees
Caribou Utilities District
Caribou, Maine

Dear Members of the Board,

Please accept this letter as my formal resignation from the Caribou Utilities District Board of Directors, effective September 19, 2025.

It has been an honor to serve on the Board, and I am grateful for the opportunity to contribute to the District and the community.

Sincerely,

Gary Aiken

Resolution of the Caribou Utilities District

WHEREAS, the Caribou Utilities District has been awarded funding from the Northern Border Regional Commission (NBRC) in the amount of **one million dollars (\$1,000,000)** for the **Aroostook River Water Main Crossing** project;

NOW, THEREFORE, BE IT RESOLVED, that **Jonathan G. Helstrom, General Manager**, is hereby authorized, on behalf of the **Board of Trustees of Caribou Utilities District**, to apply for, accept, and expend grant funds from the NBRC. The named authorized official is granted full authority to sign all NBRC investment documents that bind the applicant.

Signature of Individual Authorized to Act on Behalf of the Caribou Utilities District

Jonathan G. Helstrom, General Manager, Caribou Utilities District

Passed and approved this ____ day of _____, **2025.**

In Witness whereof, the undersigned has affixed his signature, this the ____ day of _____, 2025

David Martin, Treasurer of Caribou Utilities District

Boards & Names	EXP
Airport	
Shane McDougal	12/31/2025

AWS	
Jody Smith	12/31/2025
Kenneth Murchison	12/31/2025
Penny Thompson	12/31/2025

Board Of Assessors	
Michael Quinlan	12/31/2025

Caribou Housing Commission	
JR Belanger	12/31/2025
Dan Amero (Moved)	12/31/2028
Phillip McDonough II (resigned)	12/31/2025
Mary Patt (resigned)	12/31/2027

Caribou Riverfront Redevelopment Committee	
Dave Belyea	12/31/2025
Melinda Barnard	12/31/2025
Vacant	12/31/2025

Caribou Utilities District	
Gary Aiken	12/31/2025
David Martin	12/31/2025

Economic Development	
Gary Marquis	12/31/2025
Matt Bouchard	12/31/2025

Cary Board of Directors	
Dr, Irene Djuanda	12/31/2025
Luke Dyer	12/31/2025

Cary Hospital District Board	
David Martin	12/31/2025

Library Board	
Katherine Olmstead	12/31/2025
Lisa Wilcox	12/31/2025

Nylander Museum Board

Travis Michaud	12/31/2025
Lori Knight Phair	12/31/2025

Planning Board

JR Belanger (Seat never filled)	12/31/2024 <i>Will exp 12/31/2027</i>
Amanda Jandreau (resigned)	12/31/2027
Maura Bishop (Resigned)	12/31/2025
Frank McElewain	12/31/2025
David Corriveau	12/31/2025

Recreation Commission

Jane Mavor-Small	12/31/2025
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Registrar Board of Appeals	12/31/2025
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All Appointments needed. Clerk needs to send letters to both parties for their recommendations

Zoning Board of Appeals

George Howe	12/31/2025
Lewis Cousins	12/31/2025

Registrar Board of Appeals	12/31/2025
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All Appointments needed. Clerk needs to send



CITIZEN BOARD APPLICATION

Name: _____

Professional or Civic Activities (include other committees you have served on):

Education:

Present Employer Name & Address:

Job Title:

I am interested in serving on the following committee(s):

Are you willing to serve on ANY committee if needed?

☐

Yes

☐

No

Signature of Applicant

Date

RETURN TO CITY CLERK, 25 HIGH STREET, CARIBOU, MAINE 04736



CITIZEN BOARD APPLICATION

Personal Contact Information (Confidential)

Name:	
Physical Address:	
Mailing Address:	
Phone:	Home: Cell: Work:
Email:	
What is your preferred contact method?	

September 2025 Profit & Loss

Caribou Utilities District [Water Department](#)

REVENUE	Account	2025 Budget	Cumulative Total	% of Budget
Metered	461.0	\$895,000.00	\$664,643.88	74%
Public Fire Protection	463.0	\$352,344.00	\$264,258.00	75%
Lien Fees	476	\$500.00	\$0.00	0%
Miscellaneous Customer Service and Fees	0.00	\$15,000.00	\$13,353.20	89%
Other Income	474	\$15,000.00	\$12,506.39	83%
Earned Interest	419	\$5,000.00	\$8,006.65	160%
Lease Agreements	421	\$33,000.00	\$26,088.39	79%
TOTAL REVENUE		\$1,315,844.00	\$988,856.51	75%

EXPENSE	Account	2025 Budget	Cumulative Total	% of Budget
Administration Wages	601.80	\$199,000.00	\$159,963.61	80%
Field Wages	601.20	\$188,000.00	\$151,644.69	81%
Admin & General Expenses (Outsourcing)	620.70	\$12,000.00	\$9,827.65	82%
Admin & General Expenses (Office Supplies)	620.75	\$7,000.00	\$6,824.36	97%
Admin & General Expenses (Communication & Maintenance)	620.78	\$4,000.00	\$2,698.39	67%
Admin & General Expenses (Advertising)	620.79	\$1,500.00	\$295.77	20%
Admin & General Expenses (Travel, Education & License)	620.71	\$8,000.00	\$3,888.88	49%
Retirement (401a)	604.82	\$13,000.00	\$12,538.19	96%
Health Insurance & Stipend	604.81	\$83,000.00	\$70,601.51	85%
Payroll Tax	604.00	\$32,000.00	\$27,372.12	86%
Purchased Power (Plant Production)	615.10	\$71,000.00	\$39,636.27	56%
Purchased Power (Transmission & Distribution)	615.50	\$10,000.00	\$4,169.29	42%
Communication	616.00	\$2,000.00	\$3,209.29	160%
Chemicals	618.30	\$25,000.00	\$25,131.13	101%
Operations & Maintenance (Treatment)	620.20	\$8,500.00	\$4,929.22	58%
Operations & Maintenance (Transmission & Distribution)	620.60	\$30,500.00	\$37,593.66	123%
Laboratory Supplies & Testing	620.30	\$9,000.00	\$4,142.36	46%
Operation Tools and Equipment	620.50	\$7,500.00	\$2,811.64	37%
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	\$190.00	19%
Transportation	650.30	\$23,000.00	\$16,523.09	72%
Insurance (General Liability)	657.00	\$16,000.00	\$14,503.55	91%
Insurance (Workers Compensation & Unemployment)	658.00	\$6,000.00	\$548.51	9%
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	\$11,085.16	41%
Utility Regulator Assessment Fees	408.10	\$8,500.00	\$7,868.00	93%
Tank Maintenance Fund	600.20	\$6,000.00	\$5,000.00	83%
Asset Replacement Reserve	341.10	\$33,000.00	\$16,000.00	48%
Garage & Office Roof Loan Payment	641.50	\$7,000.00	\$3,342.78	48%
SUBTOTAL EXPENSE		\$859,400.00	\$659,065.99	77%
Principal Payment (Long Term Debt Payments)	600.10	\$381,000.00	\$375,740.28	99%
TOTAL EXPENSE		\$1,240,400.00	\$1,034,806.27	83%
PROFIT (LOSS)		\$75,444.00	(\$45,949.76)	

September 2025 Profit & Loss

Caribou Utilities District Wastewater Department

REVENUE	Account	2025 Budget	Cumulative Total	% of Budget
Treatment	401.0	\$760,000.00	\$584,824.20	77%
AWS Leachate	405.0	\$202,000.00	\$174,895.30	87%
Trucked Septage & Wastewater	405.1	\$5,000.00	\$0.00	0%
Stormwater	401.5	\$5,000.00	\$3,040.39	61%
Miscellaneous Service & Fees	425 & 413	\$15,000.00	\$41,008.57	273%
Earned Interest	415.0	\$14,000.00	\$7,524.14	54%
Garage & Office Roof Loan Payment	430.0	\$9,800.00	\$7,236.72	74%
Lease Agreements	404.0	\$25,000.00	\$25,000.00	100%
TOTAL REVENUE		\$1,035,800.00	\$843,529.32	81%

EXPENSE	Account	2025 Budget	Cumulative Total	% of Budget
Administration Wages	701.00	\$144,000.00	\$108,480.72	75%
Field Wages	501.00	\$177,000.00	\$137,276.51	78%
Admin & General Expenses (Outsourcing)	702.00	\$12,000.00	\$9,033.99	75%
Admin & General Expenses (Office Supplies)	702.10	\$7,000.00	\$4,696.36	67%
Admin & General Expenses (Communication & Maintenance)	702.20	\$4,000.00	\$2,695.81	67%
Admin & General Expenses (Advertising)	702.25	\$1,500.00	\$750.53	50%
Admin & General Expenses (Travel, Education & License)	702.30	\$8,000.00	\$4,475.11	56%
Retirement (401a)	701.10	\$10,000.00	\$7,821.06	78%
Health Insurance & Stipend	715.00	\$83,000.00	\$76,374.41	92%
Payroll Tax	716.00	\$26,000.00	\$19,967.87	77%
Purchased Power (Treatment)	513.00	\$94,000.00	\$81,000.51	86%
Purchased Power (Pumping)	603.00	\$80,000.00	\$58,956.86	74%
Communication	503.00	\$2,500.00	\$3,412.24	136%
Chemicals	504.00	\$5,000.00	\$2,613.52	52%
Operations & Maintenance (Pumping)	603.10	\$10,000.00	\$9,438.34	94%
Operations & Maintenance (Treatment)	508.00	\$10,000.00	\$3,300.32	33%
Operations & Maintenance (Collection)	608.00	\$10,000.00	\$10,608.12	106%
Laboratory Supplies & Testing	507.00	\$22,000.00	\$9,613.69	44%
Operation Tools and Equipment	510.00	\$5,500.00	\$3,339.97	61%
Contractual Services Accounting	721.00	\$6,400.00	\$6,375.00	100%
Contractual Services Legal	750.00	\$2,000.00	\$475.00	24%
Contractual Services Engineering & Technical	521.00	\$10,000.00	\$6,260.77	63%
Transportation	506.00	\$23,000.00	\$15,779.25	69%
Insurance General Liability	711.10	\$17,000.00	\$17,413.95	102%
Insurance Workers Compensation	711.00	\$8,000.00	\$94.84	1%
Heating	509.00	\$5,500.00	\$4,210.64	77%
Miscellaneous, Subscriptions, Dues & Regulatory Fees	550.00	\$27,000.00	\$13,133.51	49%
Garage & Office Roof Loan Payment	741.50	\$2,800.00	\$1,320.03	47%
Asset Replacement Reserves	341.20	\$33,000.00	\$18,000.00	55%
SUBTOTAL EXPENSE		\$846,200.00	\$636,918.93	75%
Principal Payment (Long Term Debt Payments)	749.00	\$186,500.00	\$50,240.84	27%
TOTAL EXPENSE		\$1,032,700.00	\$687,159.77	67%
PROFIT (LOSS)		\$3,100.00	\$156,369.55	