

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



Caribou Utilities District
Water & Wastewater
176 Limestone St., Caribou, ME 04736
(207) 496-0911

Trustees
Jay Kamm
President
David Martin
Treasurer
David Belyea, P.E.
Matthew Till
Mark Draper

The monthly meeting of the Caribou Utilities District was held Wednesday, June 10, 2026 in the City Council Chambers located at 25 High Street, Caribou, Maine.

Trustees Present

Jay Kamm, President
David Martin, Treasurer
David Belyea, Trustee
Matthew Till, Trustee
Mark Draper, Trustee

Others Present

Jonathan Helstrom, General Manager
Danielle, Brissette, City Clerk

Absent, Sue T Sands, Clerk

President Jay Kamm called the meeting to order at 5:30 PM. After reviewing the minutes of the May 13, 2026 meeting, David Martin moved and Matthew Till seconded the motion to approve the minutes as presented. All Trustees except Jay Kamm who abstained from voting were in favor of approving the minutes of the May 13, 2026 meeting. The Financial and Budget reports were reviewed by the Trustees. Trustee Draper questioned Account # 615.50, Purchased Power, (Transmission & Distribution) and President Kamm questioned account # 620.26 which has a zero balance. Manager Helstrom informed the Trustees that the power accounts had been restructured by Chuck Kelley, and also noted that since we are in the off season, fewer solar credits are distributed monthly. Account # 620.26, Contractual Services, Engineering & Technical, is used only for minor technical services needed during the year, and all amounts for Engineering, etc. for the projects are capitalized and the District is reimbursed through loan requisitions. After discussion, David Martin moved and Matthew Till seconded the motion to accept the reports as presented. **UNANIMOUSLY VOTED.**

Manager Helstrom reported the 12-31-25 audit is nearing completion. President Kamm questioned if guidelines had to be followed regarding dates of submission, etc., and the District did file for an extension with the PUC for the annual report which is due 04-01-26. The total Revenue for the year was obtained from the auditor in order for the State to invoice the District for their annual regulatory assessment in the amount of \$4,675.00. As far as financial documents necessary for the audit, everything was completed inhouse in February, but the final adjusting entries were not received until late May. Since the meeting on the 10th, the Financial Statements were received and mailed to the appropriate individuals.

Manager Helstrom reported that the District had been awarded a \$3,000 safety grant through Maine Municipal Association Worker's Compensation Fund's Ed MacDonald Safety Grant Program. Each year the District can apply for (2) \$3,000.00 grants, (1) application is for safety-related equipment and materials that help reduce workplace injuries and improve employee safety, and the second grant can be used to purchase materials that would help members address specific risk exposures and support the implementation of effective risk management and loss control techniques for property and casualty concerns.

The District will be moving forward with the hiring process for two field positions. Mr. Larry Markle will be leaving employment with the District June 12, 2026 and will be relocating elsewhere. The District would like to thank Larry for his service and contributions to the District and wish him the best of luck. Two summer interns also will be working for the District during the summer. Ty Hunter started work on June 8th, and Brayden Caldwell will be starting on the 15th. They both will be assisting with various operational and maintenance activities throughout the summer.

Soderberg Construction moved equipment to the River Crossing Project on Tuesday and work will begin soon. Dirigo Engineering has retained Andy Till to serve as the Resident Project Representative (RPR) during the construction phase of the project. Mr. Till will be coordinating between the contractor, engineer, and the District. The District is looking for an anticipated closeout of the project by December 28, 2026.

In 2023, The District submitted approximately \$72,000 in engineering, design, and permitting costs for reimbursement through the Drinking Water Program for the River Crossing Project. Unfortunately, only \$36,987.69 of those costs were paid in full. This figure represented approximately one-half of the submitted engineering and permitting costs, with the remaining balance representing CUD's local share. Sue recently compiled the original invoices that were not paid, along with reimbursement request documentation, and associated Drinking Water Program forms and correspondence from the 2023 reimbursement effort to the Drinking Water Program for review. The request was approved, and the District recently received payment of \$35,012.31 through the current SRF loan and will also benefit from the project's 35% principal forgiveness. As a result, approximately 35% of the reimbursement will effectively be converted to grant funding which will further reduce the overall cost of the river crossing project.

The field employees continue to move forward with the development of a comprehensive leak detection program aimed at identifying non-surfacing leaks, reducing water loss, and proactively locating leaks before they become larger system failures. The Drinking Water Program has determined that these leak detection improvements are eligible expenses under the SRF program and may be included as part of the river crossing project's available "stretch" funding capacity, and also eligible for the project's 35% principal forgiveness.

The inspection of the District's North Main storage tank was recently completed. The inspection was a recommendation identified during the 2025 Drinking Water Program sanitary survey. The diver disinfected the tank, cleaned silt from around the tank, and stated that the tank was spotless. Manager Helstrom expressed that the wells produce great water with very low sediment.

The Grimes generator replacement project is moving forward. Dirigo has begun design and engineering associated with the installation of the new generator system. The goal of the project is to have substantial completion of construction and administrative closeout by the end of 2026.

June 3, 2026, Manager Helstrom participated in an initial project kickoff meeting with EPA regarding the District's FY 2026 Congressionally Directed Spending (CDS) award. The meeting primarily focused on program administration, EPA points of contact, grant application requirements, and the overall process for moving the project toward a formal grant award. The District staff and Dirigo Engineering have scheduled a project engineering kickoff meeting for June 16, 2026. The purpose of the meeting is to review the project scope, discuss design priorities, establish a preliminary project schedule, and identify next steps needed to advance engineering and grant application activities.

August 6, 2025 CWSRF offered the District a loan of \$1,700,000 in Clean Water State Revolving Fund financing through the FFY2025 Intended Use Plan. These funds are anticipated to be used to satisfy required local match obligations associated with the federal grants and to fund eligible project costs not covered by the grant program. In order to maintain momentum and avoid delays in project development and funding eligibility, Manager Helstrom is recommending that the Trustees of Caribou Utilities District authorize submission of the CWSRF application to the Maine Municipal Bond Bank in the amount of \$1,700,000. The following motion was made;

I, Mark Draper, Trustee of Caribou Utilities District move to authorize the General Manager, Jonathan Helstrom to submit an application to the Maine Municipal Bond Bank for \$1,700,000 in Clean Water State Revolving Fund financing and to execute all documents necessary to complete the application process, subject to final Board approval of any loan closing documents and financing agreements. This vote was seconded by David Belyea, Trustee. UNANIMOUSLY VOTED BY Jay Kamm, President, David Martin, Treasurer, David Belyea, Matthew Till, and Mark Draper, all Trustees of Caribou Utilities District.

Several items were discussed in other business.

1, Trustee Martin suggested offering the field employees the option of working (4) 10 hour days during the summer rather than the regular (5) 8 hour days similar to the schedule of the Public Works Department. Manager Helstrom will review the request, but stated that daily rounds are necessary at all of our facilities and someone would need to be on duty regardless five days a week.

2, Trustee Martin questioned the method of how over-time pay is administered to employees during the week in regards to a Holiday or scheduled Paid Time Off occurring during the same week. Manager Helstrom explained to the Trustees that the current policy states that District employees must actually work 40 hours during a regular week before any over-time pay is allowed. Mr. Martin would like to have the current policy amended in order for the employee to benefit over-time wages if this should happen during a regular work week when a holiday and/or scheduled PTO is taken, and then working 16 straight hours on a main break. Mr. Helstrom explained regardless, the employee needs to work 40 hours before the over-time would be allowed. The policy will be reviewed by Mr. Helstrom.

3, President Kamm discussed the possibility of changing the location of the monthly Trustees meetings to the conference room of the District located at 176 Limestone Street. The District appreciates all of the extra time that the City Clerk does at the end of her work day in order to set up all of the audio equipment, etc. for the Trustees meeting that night, when, at times, the meeting will only last 15 minutes. Trustee Martin is opposed of moving the location unless full meeting coverage would be available for the citizens of Caribou. The item will be tabled for the time being.

Trustee Martin signed (1) lien discharge for the District. Trustee Draper questioned the fluoride issue which has been discussed in earlier meetings. Manager Helstrom recently reached out to a neighboring District who will be placing the water fluoridation question on the November 2026 ballot, as well as speaking to a local attorney asking for his assistance to help ensure that the District is complying with all applicable legal and procedural requirements necessary for the District to have this item included on the November election. Once information has been outlined by the Attorney, the Trustees will be notified of the progress and steps necessary for the District to move forward.

The 2023 Case Backhoe purchased by the District was delivered on June 9th. The staff appreciated the fact that they didn't need to travel downstate to pick the machine up. It was delivered to Beauregard

Equipment in Presque Isle and then Fred and Derek were able to do a small change order before it was delivered to the garage.

The next scheduled meeting will be Wednesday, July 8, 2026 at 5:30 P.M. in the City Council Chamber located at 25 High Street. Mark Draper moved and David Martin seconded the motion to adjourn the meeting at 6:20 P.M. UNANIMOUSLY VOTED.