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, October 14, 2026 in the City Council Chambers located at 25 High Street, Caribou, Maine.

Trustees Present	Others Present
Jay Kamm, President	Jonathan Helstrom, General Manager
David Martin, Treasurer	Danielle, Brissette, City Clerk
David Belyea, Trustee	Sue T Sands, Office Manager, City Clerk
Matthew Till, Trustee	
Mark Draper, Trustee	

President Jay Kamm called the meeting to order at 5:30 PM. The August 12, 2026 Trustee meeting minutes were omitted from the packet, and will be voted on at the November 10, 2026 meeting.

The Financial and Budget reports were reviewed with the Trustees. The Other Income accounts on both divisions were discussed since the income reported is much higher than the budgeted amounts. Sue explained to the Trustees the sale of the Jet Truck for the Wastewater division was $25,000.00, and the water division sold a back-hoe for $20,000.00 which resulted in the increase of revenue.

Manager Helstrom discussed the office supplies and communication line items which are nearly at 100% and explained that in another year only one account will be set up for each division. Mark Draper moved and David Belyea seconded the motion to accept the reports as presented. UNANIMOUSLY VOTED.

Manager Helstrom discussed the video conferencing and recording equipment which has been installed in the conference room at 176 Limestone Street to be used for future meeting coverage. Hopefully by the December meeting everything will be completed. The Field employees are doing some minor renovations as time permits in the Conference room. Since it has been such a busy summer with projects, etc., hopefully by the December meeting everything should be finished. A question was brought up by a Trustee inquiring if a meeting was scheduled and a number of people were anticipated to attend if the equipment would be portable. Manager Helstrom felt should this ever happen, coverage of the meeting could be handled with only a few minor adjustments.

The onsite cybersecurity audit assessment is scheduled for completion by the U.S. Army National Guard November 5th from 10:00 AM – 1:00 PM with the out-brief requested for 7:30 AM, November 6, 2026. Manager Helstrom and the Water and Wastewater Superintendents met recently with Bob Sowers, who provides IT support for the District, and Chuck Kelley, who has previously worked on our equipment to review and discuss cybersecurity considerations. A few minor recommendations were made as a result of the review.

The District is in the process of transitioning from our current paper timesheets to a digital system through Aroostook Payroll. Each employee will record their time electronically, and this information will be reviewed bi-weekly by their supervisors before submitting to Aroostook Payroll for completion of the payroll.

Manager Helstrom discussed two updates he would like to have amended on the current Personnel Policy before a new employee is hired;

(1) Class B CDL Training Benefit; The District recognizes the value of employees obtaining Class B, (CDL) Commercial Driver's License
   A. Currently the District covers the cost of the approved training course subject to management approval. The District would like to amend the Personnel Policy to include the following; Employees who participate in the Class B (CDL) training shall be subject to a twenty-four month service commitment beginning on the date the employee successfully obtains their license.
   B. Should the employee voluntarily terminate their employment with CUD prior to completing the 24-month period, the employee shall be responsible for reimbursing the District for the remaining prorated portion of the training expenses actually paid by CUD, subject to applicable law.
   C. Upon completion of twenty-four (24) months of continued employment, the employee shall have no remaining financial obligation associated with the training benefit.
   D. Employees participating in the Class B, CDL training shall be required to successfully complete all necessary examinations and obtain the CDL license within (90) calendar days following completion of the training course.
   E. Upon this completion, the employee will receive a $.75 per hour increase to current salary, retro to date of passing CDL exam, Class B License, and should they complete the Class A license, the employee would receive another $.25 per hour increase.

David Belyea moved and David Martin seconded the motion authorizing Manager Helstrom to proceed with the CDL License Amendment pending approval by Legal Counsel. UNANIMOUSLY VOTED.

(Item # 2) To amend the total PTO hours granted to new employees upon hiring by the District.
   A. New employees must work a total of 120 calendar days before the accrual of PTO is allowed, with the exception of sick days. At this time, the total PTO and Sick days offered will be prorated to day of hire and given to new employee. Trustee Martin questioned if an employee would be paid and allowed to use PTO should they have a sick day included in the 120 days. The consensus of the Trustees felt the answer to this question would be no. Manager Helstrom will discuss the issue with our HR Attorney for his decision. After further discussion, David Martin moved and David Belyea seconded the motion for Manager Helstrom to consult with our HR attorney for the correct procedure and wording for this new amendment to the Caribou Utilities District Personnel Policy. UNANIMOUSLY VOTED.

The River Crossing Project is progressing very well. The water main has passed its pressure test and has been chlorinated. Once the bacteriological testing results have been received, the next step will be putting the new main into service. Following the extensive excavation and water main installation work on Limestone Street, the paving has been completed. Substantial Completion of the project should be within the next couple of weeks.

Three bids were received and opened for the Grimes Generator Replacement Project September 17, 2026. Underwood Electric submitted the apparent low bid of $289,387.00. While the low bid was compared to the overall construction estimate, the allocation of costs among the various bid items differed significantly from the budget categories originally approved by FEMA. The District has been working with MEMA and FEMA to determine the appropriate process for modifying the approved grant budget before awarding the construction contract. Since the estimated lead time is now 50 weeks for arrival of the generator, it looks like site work will possibly start in May, 2027, and completion of installation and commissioning of generator will be early 2028.

No notification has been received from MMBB regarding the $1.7 million in CWSRF funds which the District applied for in June, 2026 for wastewater infrastructure improvements.

The District received a $3.288 million FY2026 EPA Community Grant for wastewater infrastructure improvements and Dirigo was selected through the qualification-based procurement process to provide engineering and design services for the project. EPA also approved the District's request for a waiver of the non-federal cost-share requirement associated with the Grant. This will eliminate the otherwise required 20% local match and significantly improves the overall funding position for the project.

October 22, 2026, and October 27, 2026, The District will be hosting two training classes with JETCC and Alfond regarding DEP inspections and grant opportunities. The second training will be on Chemical Feed Pumps presented by MRWA.

Mark Draper moved and Matthew Till seconded the motion to authorize Katahdin Trust to increase the total amount of the Business Visa Cards held by Jonathan Helstrom, Derek Dufour, Frederick Page, and Sue T Sands to a total of $30,000.00 per month. UNANIMOUSLY VOTED. Mark Draper moved and David Belyea seconded the motion authorizing Sue T. Sands authority to open a special reserve account for the River Crossing Project at Katahdin Trust Company. UNANIMOUSLY VOTED.

Mark Draper moved and Matthew Till seconded the motion to adjourn the meeting at 6:15 P.M. UNANIMOUSLY VOTED. The next scheduled meeting will be Tuesday, November 10, 2026 at 5:30 P.M. At 25 High Street in the City Council Chambers.

Sue T Sands, Office Manager, District Clerk