

# CARIBOU UTILITIES DISTRICT

Hugh A Kirkpatrick  
General Manager  
Sue Sands  
Office Manager, Clerk  
Fred Page  
Water Operator  
Derek Dufour  
Wastewater Operator

WATER / WASTEWATER / FIBER  
PO Box 879 ~ 176 Limestone Street  
Caribou ME 04736  
(207) 496-0911 ~ (207) 496-0921 fax

TRUSTEES  
Gary Aiken  
President  
David Martin  
Treasurer  
Philip McDonough II  
David Belyea PE  
Jay Kamm

## AGENDA

The monthly meeting of the Board of Trustees for Caribou Utilities District will be held WEDNESDAY, NOVEMBER 8, 2023 in the CITY COUNCIL CHAMBERS LOCATED AT 25 HIGH STREET, CARIBOU, MAINE BEGINNING AT 6:00 P.M.

1. Approve Minutes of October 11, 2023 monthly meeting
2. Approve Budget and Financial Reports for October, 2023  
(Next month meeting will include October Budget and Financial Report)
3. General Manager's Report
  - A. Water Projects
    1. Booster Stations
    2. Tank Painting
    3. River Crossing
    4. Water Treatment Plant Upgrades
    5. Glenn Street / Hospital Loop Water Main Replacement
  - B. Other Issues
  - C. Executive Session, 1 MRSA § 405(6) (E), Legal rights and duties of the District; discussion of.

The monthly meeting of the Caribou Utilities District was held Wednesday, October 11, 2023 in the City Council Chambers located at 25 High Street, Caribou, Maine

Trustees Present;

David Martin, Treasurer  
Philip McDonough, Assistant Treas.  
~~Jay Kamm, Trustee~~  
Gary Aiken, President  
David Belyea, Trustee

Others Present;

Hugh Kirkpatrick, General Manager  
Sue T Sands, Office Manager, Clerk  
Penny Thompson, City Manager  
Tim Todd, citizen

Gary Aiken called the meeting to order at 6:03 P.M.

Philip McDonough moved and Dave Belyea seconded the motion to approve the minutes of the September 13, 2023 monthly meeting. UNANIMOUSLY VOTED.

Philip McDonough moved and Dave Martin seconded the motion to accept the budget and financial reports as presented. UNANIMOUSLY VOTED.

THE MANAGER'S REPORT FOR OCTOBER 11, 2023 IS ATTACHED.

After the manager's report was presented, there were discussions on the following topics:

- Billing production
- Adding Trustees to the emergency response plan communication protocol
- Capital project priority lists
- Insourcing cost of construction inspection
- Lien discharge signing
- MRWA conference December 5,6,7

Philip McDonough moved and Gary Aiken seconded the motion to adjourn the meeting at 6:37 PM. UNANIMOUSLY VOTED.

The next scheduled meeting will be November 8, 2023.

*Hugh A. Kirkpatrick*

Hugh A. Kirkpatrick, General Manager

## Manager's Report

## A. Water Projects:

High Service Area Booster Pump Station Upgrade Project (2022-14) – New building has been erected and pumping equipment/interior piping has been installed. Currently the electrical contractor is installing the wiring, drives, panels and transfer switch. new exterior piping header will be connected between the foundation and water main in the street the week of 10/16 with an anticipated start-up of 10/20.

The SMLS booster station construction is scheduled to start the week of 10/23.

Water Tank Painting Project (2023-07) – SMHS was completed the week of 9/25 and went back online 10/10 after passing tests for total coliform, E. coli and volatile organic compounds (VOC's). Contractor installed a new overflow pipe, second access hatch and roof vent. Existing overflow pipe was damaged on the inside of the tank by an ice cap pushing it against the lid.

Contractor started the SMLS tank the week of 10/2 (last week) and is anticipating being substantially complete the sometime next week. This tank is getting a extension to the overflow pipe, a safety gate for the access ladder and

They will start the interior of the NMHS tank after the new NMLS booster station is online, likely week of 10/23.

New River Crossing Project (2023-08) –Resubmitted this project to the Drinking Water SRF program last week for 2024 funding.

Water Treatment Plant Upgrade (2024-xx) -Submitted this project to the Drinking Water SRF program last week for 2024 funding. Replacing or overhauling major components of the water treatment plant which are nearing 20 years in service (Treatment plant went online in 2006). Priorities are SCADA / IT, water monitoring equipment and variable frequency drives (VFDs). See attached cost breakdown. (SCADA = supervisory control and data acquisition)

Glenn Street Water Main Replacement & Hospital Loop (2024-xx) -Submitted this project to the Drinking Water SRF program last week for 2024 funding. This project replaces 6" & 2-1/4" cast iron water mains from the 1950's (1,790 LF & 750 LF) on Glenn Street and Westwind Drive, respectively, with 8" ductile iron (14 main breaks total since 2011). It also adds 1,550LF 8" ductile iron water main to provide looping for Charles, Violette, Corriveau & Solman Streets. Lastly, this project adds 2,010LF 8" ductile iron water main to provide a redundant service line to Cary Medical Center. See attached cost breakdown and maps.

## B. Other Issues:

-Verizon/NMHS tank lease; No update from last month. Waiting for Verizon's RF Department to formally approve the site.

-Woodcutting on the River Road and Grimes Road; ongoing.

-Billing this month was processed by Hygrade Business Group in Falmouth. Customer's bill will look slightly different but generally contains the same information.

-Boil water order review and customer letter

-Next meeting dates: 11/8/23, 12/13/23, 1/10/24

DWSRF CUD Water Treatment Plant Upgrade									
DWSRF				Cost Breakdown					
1	Construction, 300 River Road Station			\$ 848,000	notes	weeks	hours	rate	
a	SCADA & IT Upgrades		\$ 140,000		16.5%				
b	Replace CI monitors		\$ 30,000		3.5%				
c	30 hp Well Pump-VFD Replacement		\$ 24,000		2.8%				
d	Replace FI monitor		\$ 15,000		1.8%				
e	Add Ortho monitor		\$ 15,000		1.8%				
f	125 hp Pump O/H		\$ 30,000		3.5%				
g	125 hp Pump/VFD Replace		\$ 190,000		22.4%				
h	Main Control Panel Replacement		\$ 150,000		17.7%				
i	Chemical Feed Pump Replacements		\$ 60,000		7.1%				
j	Cat Generator Overhaul		\$ 44,000		5.2%				
k	Cat Generator Replacement		\$ -		0.0%				
l	30 hp Well Pump O/H or Replace		\$ 50,000		5.9%				
m	Doak & Theriault Well Rehab		\$ 100,000		11.8%				
			\$ 848,000						
2	Preliminary Study			\$ -	n/a				
3	Land & Rights			\$ -	n/a				
4	Legal & Admin.			\$ 3,500					
5	Engineering			\$ 93,275		weeks	hours	rate	
a	Admin.		\$ 15,000						
b	Design		\$ 9,975		Alan/Hugh	10	15	\$ 67	
c	Inspection		\$ 13,300		Alan/Hugh	20	10	\$ 67	
d	Other Services		\$ 55,000		Dirigo	11.0%			
			\$ 93,275						
6	Bond Council / ST Financing Expenses			\$ 25,000					
7	Equipment & Misc.			\$ -	Pre-purchased materials				
8	Contingency, NTE 20%		15.0%	\$ 145,500					
	Subtotal			\$ 1,115,275					
9	DWP Project Management Fee		1.00%	\$ 11,200					
	Total Project Cost			\$ 1,126,475	PF				
11	Yearly Pmnt	@ int. rate	2.00%	\$ 51,700	25%				
				\$ 44,800	35%				
				\$ 37,900	45%				

DWSRF CUD Glenn-Hospital Loop									
DWSRF				Cost Breakdown					
1	Construction	LF		\$ 2,047,500	notes	wks	hrs	rate	
a	Glenn St	1,790	\$ 681,000		33%				
b	Westwind Dr	750	\$ 285,300		14%				
c	Solman St	620	\$ 235,900		12%				
d	Corriveau St	930	\$ 353,800		17%				
e	Hospital Loop	2,010	\$ 491,400		24%				
		6,100							
2	Preliminary Study			\$ -	n/a				
3	Land & Rights			\$ 30,000	new / updated easemnts				
4	Legal & Admin.			\$ 2,500					
5	Engineering			\$ 33,300		wks	hrs	rate	
a	Admin.		\$ 5,650						
b	Design		\$ 2,750		Hugh	10	5	\$ 55	
c	Inspection		\$ 9,900		Alan	18	10	\$ 55	
d	Other Services		\$ 15,000		Geotech	1.6%			
			\$ 33,300						
6	Bond Council / ST Financing Expenses			\$ 35,000					
7	Equipment & Misc.			\$ -	Pre-purchased materials				
8	Contingency, NTE 20%		6.0%	\$ 128,900					
	Subtotal			\$ 2,277,200					
9	DWP Project Management Fee		1.0%	\$ 22,800					
	Total Project Cost			\$ 2,300,000	PF				
11	Yearly Pmnt	@ int. rate	2.0%	\$ 105,500	25%				
				\$ 91,400	35%				
				\$ 77,400	45%				

**Water Division**

Line #	Description	To Date	Budget	Budget	Notes
Administration		2023	2023	2024	
408.10	PUC Expense	\$ 8,667	\$ 8,200	\$ 8,900	
600.20	Tank Maintenance Fund	\$ 5,000	\$ 6,000	\$ 6,000	Reserve account
601.80	Salaries, Office, Meter	\$ 106,901	\$ 168,600	\$ 173,600	Wages & benefits
604.00	Social Security	\$ 18,480	\$ 25,400	\$ 26,000	Wages & benefits
604.81	Insurance, Health	\$ 43,503	\$ 61,300	\$ 60,000	Wages & benefits
604.82	401a Plan	\$ 8,132	\$ 11,800	\$ 12,000	Wages & benefits
620.70	Office Expense	\$ 28,620	\$ 45,000	\$ 40,000	
632.00	Accounting Expense	\$ 5,000	\$ 7,500	\$ 6,375	Chester M. Kearney, aitor
633.00	Legal Expense	\$ 947	\$ 1,500	\$ 1,500	Rick Solman
641.50	Garage,office rent	\$ 9,180	\$ 11,100	\$ 12,000	New roof for water garage
657.00	Insurance,liability, PD	\$ 15,880	\$ 13,200	\$ 16,200	Wages & benefits
658.00	Insurance, Work Comp	\$ 2,456	\$ 3,100	\$ 6,300	Wages & benefits
670.00	Bad debt write offs		\$ 500	\$ 500	
	<b>Subtotal</b>	<b>\$ 252,768</b>	<b>\$ 363,200</b>	<b>\$ 369,375</b>	
600.10	Annual Debt Payment	\$ 364,524	\$ 440,000	\$ 440,000	
<b>Plant Production</b>					
601.10	Labor, production	\$ 14,193	\$ 15,600	\$ 31,620	Wages & benefits
601.20	Labor, projects		\$ 6,700	\$ 6,800	Wages & benefits
615.10	Electric power/utilities	\$ 46,931	\$ 51,100	\$ 72,300	All station elec, htg/gen fuel, telephone
618.30	Chemicals	\$ 17,184	\$ 27,000	\$ 22,700	Hypochlorite, Flouride, Orthophoshate
620.20	Maintenance	\$ 6,025	\$ 6,500	\$ 7,400	
620.30	Lab testing	\$ 4,549	\$ 6,900	\$ 7,100	A&L Lab
650.30	Vehicle maintenance			\$ 6,900	Vehicle fuel, oil, tires, alignments, brakes, wipers
675.10	Dues, office exp,educ	\$ 2,421	\$ 3,200	\$ 3,300	
	<b>Subtotal</b>	<b>\$ 91,303</b>	<b>\$ 117,000</b>	<b>\$ 158,120</b>	
<b>Transmission and Distribution</b>					
341.00	Vehicles, equipment		\$ 1,000	\$ 5,000	Replacements
341.10	Asset Replacement Res	\$ 26,554	\$ 33,000	\$ 33,000	Req'd by USDA after Grimes project
601.50	Labor, maintenance	\$ 115,709	\$ 140,400	\$ 126,480	Wages & benefits
601.60	Labor, projects		\$ 9,600	\$ 9,600	Wages & benefits
615.50	Electric power, garage	\$ 9,025	\$ 10,700	\$ 11,400	Water garage and tank's elec, htg/gen fuel, telephone
620.50	Tools and equipment	\$ 2,940	\$ 8,400	\$ 7,300	
620.60	Main and service mat'ls	\$ 29,895	\$ 24,300	\$ 33,200	Main break repairs
650.60	Vehicle equip. maint.	\$ 22,387	\$ 22,400	\$ 15,800	Vehicle repairs/upgrades
675.50	Dues, education, misc.	\$ 3,243	\$ 4,000	\$ 4,400	
	<b>Subtotal</b>	<b>\$ 209,753</b>	<b>\$ 253,800</b>	<b>\$ 246,180</b>	
	<b>Total</b>	<b>\$ 918,347</b>	<b>\$ 1,174,000</b>	<b>\$ 1,213,675</b>	
<b>Income</b>					
461	Commitment for service*	\$ 665,339	\$ 829,500	\$ 829,500	
461a	User Fee, City	\$ 260,250	\$ 347,000	\$ 347,000	Fire protection
419	Dividends and Interest	\$ 1,331	\$ 1,200	\$ 1,500	
421	Rental Income	\$ 22,663	\$ 25,000	\$ 25,000	Cellular equipment on SMHS tank
474	Other	\$ 16,756	\$ 1,500	\$ 7,500	Albair Rd timber
476	Lien fees		\$ 500	\$ 600	
000	Misc.	\$ 13,751	\$ 6,300	\$ 9,200	
	<b>Totals</b>	<b>\$ 980,091</b>	<b>\$ 1,211,000</b>	<b>\$ 1,220,300</b>	
	<i>Net operating profit / (loss)</i>	<i>\$61,743</i>	<i>\$37,000</i>	<i>\$6,625</i>	

**Wastewater Division**

Line #	Description	To Date 2023	Budget 2023	Budget 2024	Notes
<b>Administration</b>					
701.00	Salaries	\$ 109,169	\$ 168,600	\$ 173,600	Wages & benefits
701.10	401a Plan	\$ 8,568	\$ 9,600	\$ 10,000	Wages & benefits
702.00	Office expense	\$ 23,483	\$ 35,000	\$ 35,000	
711.00	Insurance, Work Comp	\$ 6,316	\$ 7,500	\$ 7,800	Wages & benefits
711.10	Insurance, liability, PD	\$ 16,722	\$ 16,100	\$ 16,500	Wages & benefits
715.00	Insurance, Health	\$ 36,124	\$ 51,800	\$ 52,000	Wages & benefits
716.00	Social Security	\$ 19,629	\$ 28,100	\$ 29,000	Wages & benefits
721.00	Accounting Expense	\$ 5,000	\$ 7,500	\$ 6,375	Chester M. Kearney, auditor
749.00	Bond & Interest pm'ts	\$ 132,789	\$ 250,000	\$ 285,000	Debt service, financed projects
750.00	Legal, Miscellaneous	\$ 962	\$ 1,500	\$ 1,500	Rick Solman
	<b>Subtotal</b>	<b>\$ 358,762</b>	<b>\$ 575,700</b>	<b>\$ 616,775</b>	
<b>Grimes Treatment Plant</b>					
501.00	Salaries	\$ 68,432	\$ 77,800	\$ 63,240	Wages & benefits
502.00	Labor, Projects	\$	\$ 6,700	\$ 6,800	Wages & benefits
503.00	Utilities, elec	\$ 6,979	\$ 7,800	\$ 11,100	WW garage elec, telephone/internet
504.00	Chemicals	\$ 2,022	\$ 2,900	\$ 4,800	Hypochl.-disinfects treated ww before discharge
506.00	Vehicle maintenance	\$ 3,132	\$ 2,400	\$ 6,900	Vehicle fuel, oil, tires, alignments, brakes, wipers
507.00	Lab supplies	\$ 6,697	\$ 2,600	\$ 4,500	Idexx, USA Blue Book, distilled h2o
508.00	Plant Maint/Repair	\$ 5,188	\$ 4,500	\$ 6,500	
509.00	Plant Fuel	\$ 3,794	\$ 4,600	\$ 4,500	Grimes & ww garage htg/gen fuel
510.00	Tools and equipment	\$ 997	\$ 1,000	\$ 1,500	
513.00	Electric power, Grimes	\$ 46,426	\$ 67,200	\$ 68,600	Grimes wwtp elec
521.00	Consultant/lab fees	\$ 5,484	\$ 8,000	\$ 8,500	Clearwater
550.00	Dues, education, licensing	\$ 1,571	\$ 1,000	\$ 2,500	
	<b>Subtotal</b>	<b>\$ 150,722</b>	<b>\$ 186,500</b>	<b>\$ 189,440</b>	
<b>Collection System</b>					
601.00	Labor, Maintenance	\$ 71,734	\$ 104,500	\$ 94,860	Wages & benefits
602.00	Labor, Projects	\$	\$ 9,600	\$ 9,600	Wages & benefits
603.00	Pump Station Elec	\$ 45,646	\$ 63,900	\$ 68,900	All pump sta's elec, htg/gen fuel
603.10	Pump Sta Expenses	\$ 4,212	\$ 2,500	\$ 4,800	
606.00	Vehicle maintenance	\$ 18,145	\$ 20,900	\$ 10,800	Vehicle repairs/upgrades
607.00	Paving	\$	\$ 900	\$ 1,200	CUD reimburses customers after service replacements
608.00	Line maintenance	\$ 9,602	\$ 6,000	\$ 6,500	
610.00	Tools & Equip	\$ 933	\$ 1,500	\$ 3,500	
341.10	Vehicles & Equip	\$	\$ 1,000	\$ 5,000	Replacements
341.20	Asset Replacement Reserve	\$ 12,606	\$ 33,000	\$ 33,000	Req'd by USDA after Grimes project
	<b>Subtotal</b>	<b>\$ 162,878</b>	<b>\$ 243,800</b>	<b>\$ 238,160</b>	
	<b>Total</b>	<b>\$ 672,362</b>	<b>\$ 1,006,000</b>	<b>\$ 1,044,375</b>	
<b>Income</b>					
401.00	Commitment for service*	\$ 576,625	\$ 757,400	\$ 772,500	
402.00	Trailer park	\$ 765	\$ 500	\$ 1,000	City needs to disable services or redevelop
404.00	Land Rent	\$ 25,000	\$ 25,000	\$ 25,000	Emerald Valley (Andy Ayer)
405.00	Industrial/leach	\$ 175,164	\$ 213,200	\$ 215,000	Aroostook Waste Solutions
405.00	Industrial/septage	\$ 2,212	\$ 4,000	\$ 4,000	Septage haulers
401.50	Stormwater	\$ 3,726	\$ 5,000	\$ 5,000	Non-sanitary discharge permits
413.00	Fees, laterals, lab	\$ 300	\$ 1,000	\$ 500	
415.00	Interest and Dividends	\$ 3,726	\$ 2,500	\$ 3,900	
421.00	Lien charges	\$	\$ 200	\$ 200	
425.00	Other	\$ 6,480	\$ 1,800	\$ 10,000	Lyon Farm timber
430.00	Rent, waterwks garage	\$ 9,180	\$ 11,100	\$ 12,000	New roof for water garage
	<b>Total</b>	<b>\$ 803,178</b>	<b>\$ 1,021,700</b>	<b>\$ 1,049,100</b>	
	<i>Net operating profit/(loss)</i>	<i>\$130,816</i>	<i>\$ 15,700</i>	<i>\$4,725</i>	

Bureau of Labor Statistics

Consumer Price Index -

All Urban Consumers

1-Month Percent Change

Series Id: CUUR0000SA0

Not Seasonally Adjusted

Area: U.S. city average

Item: All items

Base Period: 1982-84=100

Years: 1914 to 2017

COLA

10 yr-ra	yr	+/-
1.85	2017	
1.77	2018	(0.08)
1.58	2019	(0.19)
1.76	2020	0.18
1.72	2021	(0.04)
1.70	2022	(0.02)
2.06	2023	0.36
2.52	2024	0.46
2.79	2025	0.27
2.92	2026	0.13
3.04	2027	0.12
3.05	2028	0.01
3.06	2029	0.00
3.06	2030	0.00
3.04	2031	(0.02)
3.12	2032	0.08
2.65	2033	(0.47)
2.22	2034	(0.43)

Water rate increase tracker

CPI yr	CPI	yr	actual	+/-
16,17,18	4.10	2021	4.03	(0.07)
19,20,21	10.10	2022	6.17	(3.93)
22	6.30	2023	0.00	(6.30)
23	4.10	2024	5.00	0.90
24	2.01	2025	5.00	2.99
25	2.01	2026	5.00	2.99
26	2.01	2027	5.00	2.99
				(0.45)

# Employees		
F/T	P/T	P/T-s
10	0	0
F/T	Full Time	
P/T	Part Time	
P/T-s	Part Time-seasonal	

Wastewater rate increase tracker

CPI yr	CPI	yr	actual	rate	+/-
18,19,20	3.00	2021	2.00	\$ 255	(1.00)
21	6.70	2022	1.96	\$ 260	(4.74)
22	6.30	2023	1.92	\$ 265	(4.38)
23	4.10	2024	1.89	\$ 270	(2.22)
24	2.01	2025	1.85	\$ 275	(0.16)
25	2.01	2026	9.1	\$ 300	7.08
26	2.01	2027	6.7	\$ 320	4.65
					(0.77)

0.17 Placeholder, 20 yr average per month 2001 through 2020

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Tot
2011	0.5	0.5	1.0	0.6	0.5	(0.1)	0.1	0.3	0.2	(0.2)	(0.1)	(0.2)	3.1
2012	0.4	0.4	0.8	0.3	(0.1)	(0.1)	(0.2)	0.6	0.4	0.0	(0.5)	(0.3)	1.7
2013	0.3	0.8	0.3	(0.1)	0.2	0.2	0.0	0.1	0.1	(0.3)	(0.2)	0.0	1.4
2014	0.4	0.4	0.6	0.3	0.3	0.2	0.0	(0.2)	0.1	(0.3)	(0.5)	(0.6)	0.7
2015	(0.5)	0.4	0.6	0.2	0.5	0.4	0.0	(0.1)	(0.2)	0.0	(0.2)	(0.3)	0.8
2016	0.2	0.1	0.4	0.5	0.4	0.3	(0.2)	0.1	0.2	0.1	(0.2)	0.0	1.9
2017	0.6	0.3	0.1	0.3	0.1	0.1	(0.1)	0.3	0.5	(0.1)	0.0	(0.1)	2.0
2018	0.5	0.5	0.2	0.4	0.4	0.2	0.0	0.1	0.1	0.2	(0.3)	(0.3)	2.0
2019	0.2	0.4	0.6	0.5	0.2	0.0	0.2	0.0	0.1	0.2	(0.1)	(0.1)	2.2
2020	0.4	0.3	(0.2)	(0.7)	0.0	0.5	0.5	0.3	0.1	0.0	(0.1)	0.1	1.2
2021	0.4	0.5	0.7	0.8	0.8	0.9	0.5	0.2	0.3	0.8	0.5	0.3	6.7
2022	0.8	0.9	1.3	0.6	1.1	1.4	0.0	0.0	0.2	0.4	(0.1)	(0.3)	6.3
2023	0.8	0.6	0.3	0.5	0.3	0.3	0.2	0.4	0.2	0.17	0.17	0.17	4.1

Ave (10 yr running)

2024 Cost of Living Increase

2.52

[https://data.bls.gov/timeseries/CUUR0000SA0?output\\_view=pct\\_1mth](https://data.bls.gov/timeseries/CUUR0000SA0?output_view=pct_1mth)