



PROPOSAL FOR BANKING SERVICES



Town of Belgrade, Maine
July 13, 2023

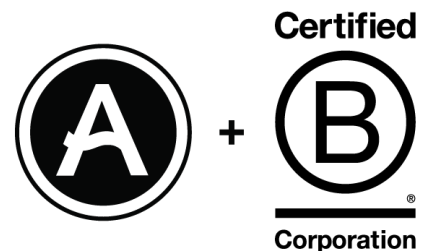


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Androscoggin Bank Background

Androscoggin Bank is a certified B Corporation™ headquartered in Maine and dedicated to reinvesting in local communities throughout the State. Androscoggin Bank was founded in 1870 in Lewiston, Maine as a mutual savings bank. While other banks at the time were serving businesses and factories, our founders recognized that the banking needs of blue-collar workers (many of them immigrants) were unmet. Some local citizens petitioned for the creation of Androscoggin County Savings Bank and our bank was formed.

Our history is based in Central/Southern Maine and has always depended on the hard-working people who live and work here. Today, all decisions are made locally by Maine employees committed to serving our clients and making a difference in our communities. As a mutual savings bank, we are not a publicly traded company and therefore decision making is streamlined and focused on our three sets of stakeholders (clients, employees and communities) and not on bottom-line-focused shareholders.

As evidence of Androscoggin Bank's financial strength and compliance, we are proud to report that we have achieved a Superior Bank Rating from Bauer (an independent third-party rating agency). We have a 5 out of 5 Bauer star rating. This rating is based on several factors including asset size, capital (net worth), tangible capital ratio, risk-based capital ratio, and year-to-date net income.

100% of funds are loaned back into markets within the State of Maine. We are prompt and have an entire team devoted to our governmental sector. We place a high value on our government clients' banking relationships by providing a high service level, listening to their needs and providing secure technology.

B Corp Certification

We are now one of only twelve banks in the U.S. to become a Certified B Corporation™ and we are the only Maine-based bank to achieve this certification. That means we will continue to use profit to power our purpose, rather than serving as the purpose itself. We will serve the best interests of our clients, our employees and our communities, while also honoring our environment.

Establishing an internal culture and building a team of like-minded people was the first step in our journey. The next was to ensure our actions matched our intentions while raising the bar even higher by committing to an external benchmark that transparently measures how well we serve our clients, employees, and communities. To lock in this commitment, we changed our legal structure to become a Maine Benefit Corporation. Another first for Maine-based banks.

B Corp and Community Engagement

In 2021, The Bank created a new Senior Vice President of Corporate Impact to support our B Corp commitment. One of the initial priority areas they focused on was the evolution of our Community Engagement Program. This Community Engagement approach pairs increased philanthropy with deeper levels of service to community partners. This service includes seeking opportunities to lend our strategic, operational and problem-solving skills to our community partners to help them move the needle in achieving their own missions. Our goal is to have the greatest impact with these three categories of community partners:

Empowering – This is the primary focus for the Bank as it seeks to deliver truly profound impacts on those with a limited voice or those seeking to overcome the challenges of racism, sexism and other prejudice.

Sustaining – We support the traditional and long-standing local non-profits that provide for the general day-to-day welfare and well-being of the communities we serve.

Enriching – We support organizations that are the safe keepers of the cultural aspects of our communities, celebrating and energizing the vibrancy of our communities and creating greater human connection.

Please see the attached Androscoggin Bank 2023 Impact Report or follow this link [About Us | Androscoggin Bank](#).

I. INTRODUCTION

The Town of BELGRADE is seeking competitive proposals for banking services. It is the Town's goal to receive accurate, timely depository and account maintenance services, maximize the utilization of idle funds, minimize risk of loss, receive sound investment and banking service advice, utilize electronic and automated banking options at the lowest reasonable cost.

The Town wishes to examine the marketplace, make improvements where possible, and take advantage of appropriate and applicable technologies. It is the Town's intent to maintain all depository banking services with one financial institution to maximize cash flow and minimize administration fees.

II. THE TOWN OF BELGRADE, ME

The Town of Belgrade was incorporated in 1796 and is located in Kennebec County. The population from the 2020 census lists the Town at 3,250 residents. The Town has a five-member Board of Selectpersons/Town Meeting/Town Manager form of government. The adopted municipal budget for 2023 is \$4,579,603. This does not include County or RSU 18 appropriations. A copy of the audit for the years 2020, 2021 and 2022 are available upon request.

Androscoggin Bank has greatly enjoyed and appreciated our relationship with the Town of Belgrade these last 11 years. It is our hope that after reading this proposal, the Town will see the value in continuing to do so.

For your convenience, the following sections of our proposal follow the order of the "Scope of Bank Services Requested" section in the Town's June 2023 RFP for Banking Services. Androscoggin Bank's written responses are written in regular text with a corresponding orange bar to the left.

III. SCOPE OF BANK SERVICES REQUESTED

A. Account Structure

The Town makes weekly deposits directly into the General Operating Account at the selected financial institution. Please provide your branch locations and branch business hours so that the Town may determine the most convenient location to make its deposits. If a courier service is available, please provide that information along with the fee for services.

See a list of our branch locations and hours in Exhibit A attached hereto.

Business Express Courier Service

Androscoggin Bank is proud to offer a one-of-a-kind deposit collecting vehicle which would replace your current courier service with the Bank. The Business Express Courier Service will come to your town office once a week or more as needed especially during tax time and collect deposits that will be brought to the bank the same day. Pricing for the Courier Services is shown on the Account Analysis listed in Exhibit B attached hereto. The charge for this service may be covered through the Town's compensating balance or may be paid monthly per use. The per pickup charge is \$15.



The Town has a number of Capital Reserve and Trust Fund accounts that need subaccounting with individual monthly reports showing activity and interest allocation for each individual account.

Androscoggin Bank offers the Town several options to consider for managing its Capital Reserve and Trust Fund accounts.

As an alternative to the Town's current AndroSweep account, we also offer Insured Cash Sweep (ICS) Demand accounts which act the same as AndroSweep, but provide greater levels of FDIC insurance and additional flexibility when it comes to rate adjustment.

In addition to our ICS Demand product described above, Androscoggin Bank offers **ICS Money Market** accounts as well as multiple term CD's via the Certificate of Deposit Account Registry Service (**CDARS**) program. Both ICS and CDARS provide great rates of return. Androscoggin Bank staff is pleased to assist the Town of Belgrade in determining which programs (or combination thereof) are best suited for the Town's investment of Capital Reserve and Trust Fund accounts.

There is no risk of loss with insured Androsweep, ICS and CDARS as they **all offer full FDIC insurance**. In combination, these three investment programs offer the Town up to \$175 million in FDIC insurance protection. All funds will be earning interest for the Town (rates listed on page 6).

ICS (Insured Cash Sweep) Money Market. With the ICS Money Market accounts, the Town of Belgrade would receive **FDIC insurance coverage up to \$125 Million**. If a withdrawal order is placed before 1 PM EST, the money will be in the Town checking account that business day. That said, per federal regulation, ICS withdrawals are limited to 6 per statement cycle per account. Although not as liquid as an Insured AndroSweep and ICS Demand accounts, ICS is more liquid than the CDARS program.

CDARS (Certificate of Deposit Account Registry Service). If the Town has funds it knows will be on deposit for a period of time, it can choose to prudently invest those funds in a FDIC insured certificate of deposit and realize a better investment return than the overnight rate paid on our Account Analysis or Flex Checking / Insured AndroSweep / ICS Demand account set. Androscoggin Bank is a member of the highly regarded CDARS program, a network of 3,100 select, well-capitalized banks which allows us to **provide FDIC insurance up to \$50 million or more per customer**.

In addition to discussing the above investment options, Androscoggin Bank's affiliate, Portland Trust Company is pleased to offer its proposal via separate Investment proposal.

The Town reserves the right to separately invest excess funds through the depository Bank or other institutions.

Androscoggin Bank understands the Town's need for flexibility in investments. In that regard, we have priced our proposal with the understanding that the Town would maintain its primary deposit account (checking and overnight sweep investment balances) with Androscoggin Bank. For excess funds, if the Town can negotiate interest yields, from time to time, greater than yields available at those times from Androscoggin Bank, the Town would retain the flexibility to invest in alternative financial institutions.

Please provide interest rates to be paid for accounts and the Bank's policy for adjusting these (upward or downward) in response to changing market conditions. It is important for the selected institution to take a pro-active approach to ensuring the Town is made aware of available products or interest rate increases that will enhance these funds.

We propose the following rate (as of July 13, 2023):

Flex Checking and Insured Cash Sweep Accounts will earn a rate of 5.22% Annual Percentage Yield (APR) which will adjust upwards or downwards based on market conditions.

ICS Money Market will earn a rate of 5.27% APR which will adjust upwards or downwards based on market conditions.

B. Availability of Funds

Awarded Bank agrees to credit the Town's General Account for selected items according to the following schedule:

- *Incoming Wire Transfers-same day credit regardless of time of receipt during the day. Wires received after the 6:00 p.m. cutoff will be treated as collected funds for that day and will be considered part of the overnight investment program.*
- *Incoming Wire Transfers from any bank-initiated repurchase agreement shall be credited to the Town's General Account by 9:00 a.m.*

Incoming wires are accepted "same day" up to 4:00 PM EST. Any wires received after 4:00 PM will be deposited to the Town's account the next business day.

All other checks will be based on the awarded bank's "availability schedule". Please attach a copy of your current "availability schedule" to the proposal. Awarded bank agrees to notify the Town, in writing, of any changes to the schedule.

See Funds Availability Schedule attached as Exhibit C.

C. Account Reporting and Reconciliation

Monthly account statements reflecting business through the last day of the month will be sent to the Town no later than the 10th day of the following month. The monthly statements shall include analysis reports for each account (including sub accounts) showing all activity, deposits, paid items and fee items. Paid checks or facsimile and debit/credit memos or facsimile shall be returned with the statements.

Androscoggin Bank statements are mailed within the first 5 days of each month. Additionally, copies of statements are available through the online banking portal within the first two days of each month. We also offer Account Reconciliation via our online banking, Positive Pay portal. It can be for full or partial services depending on your need. Transaction data can be exported into Excel or PDF. Transaction Reports are available for all products which are a nice way to review historical data. Reports include:

- Paid Checks
- Outstanding Issued Checks
- Stale Dated Checks
- Exception Items
- ACH Authorization Report
- Issued Check File Processing Log

For reports not included in the above, we would be happy to work with you to customize a report to assist you in your reconciliation needs.

D. Other Banking Services and Conditions

Ongoing, but periodic, advice and consultation concerning the Town's banking needs as requested (Personal Banker).

Androscoggin Bank has a specialized Government Services Team which fulfills the needs of our public sector clients such as the Town of Belgrade. In addition to deposit services as described in this proposal, we provide a suite of financing products which enable Towns to meet their capital equipment purchase, project financing or cash flow assistance needs. Additionally, we work seamlessly with our affiliate organization Portland Trust Company, which is the Best in Maine for providing investment services for trusts and dedicated-purpose public fund accounts. **We regularly provide preferred loan pricing for all of our full deposit customers.**

All checks returned due to insufficient funds will be automatically deposited a second time. Please include your charge (if any) for this. Checks that are still "uncollectible" after this second attempt will be returned to the Town for processing.

Checks returned due to insufficient funds will be automatically deposited a second time if above \$5,000. We can code the account so that all checks are automatically redeposited. Through Account Analysis, Androscoggin Bank will waive its "returned due to insufficient funds" charge.

The Town validates checks received with self-inking "For Deposit Only" stamps that contain the required information about the Bank. Awarded Bank shall provide two such stamps, upon request.

Androscoggin Bank agrees to the above listed requirement.

The Bank shall supply the Town with various supplies, such as courier service, coin wrappers, bill bands, coin envelopes and deposit bags, and night deposit bags, if so required, at no cost to the Town.

Androscoggin Bank agrees to the above listed requirement.

Duplicate deposit slips will be provided to the Town by the Bank, pre-printed with account name and number(s) at no cost to the Town.

Androscoggin Bank agrees to the above listed requirement.

No debit or credit memos required to adjust errors caused by the bank will be charged to the organization. All Bank errors must be corrected within three (3) business days of notification by the organization and be listed separately from any other transactions.

Androscoggin Bank agrees to the above listed requirement.

The Town requests that the proposed Bank provide the names of a designated account executive, as well as an alternate. The designated account executives must have the authority to make timely decisions in the normal course of business on their own. Resumes must be provided for all key account executives designated to service this account.

Government Banking and Treasury Services Relationship Team



Lena Hann is Vice President of Government Banking. She has worked at Androscoggin Bank since 2006 and has been in the banking industry for over 30 years. She started her career at Androscoggin Bank as a small business lender and regional retail manager. In 2011, she transferred to the Business and Government Services Division, focusing primarily on the government sector. While Lena works primarily on the deposit-investment side, she also assists in the municipal leasing side of the business.

She attends the Maine Government Finance Officers Association meetings as well as the Maine Association of School Board Professionals meetings as they allow her to better understand and appreciate those she serves. She is an active member and facilitator of Compassionate Friends, an international non-profit organization serving parents and siblings whose family members have died and a member of the Executive Team of the American Heart Association's Maine Heart Walk.

John Simko is a Vice President and Director of Government Banking. He has been involved in municipal management and finance since 1997 and has been with Androscoggin Bank since 2016. He serves clients from Fort Kent to Kittery. Prior to joining Androscoggin Bank, John served as Town Manager for 17 years, primarily for the Town of Greenville, where he continues to serve as a volunteer firefighter and as an Advanced EMT. John has also worked as Community Development Director for the Town of Dexter and spent two years on the staff of then-U.S. Senate Majority Leader George Mitchell in Washington, DC. He helped to form the Piscataquis County Economic Development Council and twice served as its President.



Graduating with his bachelor's degree in Environmental Studies and Sociology from Bowdoin College, John has also completed a Municipal Leadership Course at the Muskie School of Public Service at the University of Southern Maine. John was recently named Chairman of the Board of Commissioners of the Maine Municipal Bond Bank. He is also a 2019 graduate of the New England School of Banking.



Sam Colton is a Senior Vice President and Director of Treasury Management who supervises Commercial Treasury Management, Government Banking, Treasury Operations, and Merchant Services. His team provides clients with a full suite of revenue cycle management tools to help accelerate receivables, manage payables, understand cash flow, invest excess funds and mitigate fraud risk to their businesses. In addition, he also oversees the Bank's innovative Business Express Courier Service.

Previously, he was the Director of Treasury Management at First National Bank of Pennsylvania and prior to that he held Treasury Management roles at Citigroup, PNC Bank and National City Bank, where he qualified as a Certified Treasury Professional. Over the past 25 years, he has led Treasury Management, Operations, and Product teams. He volunteers for Veterans' organizations in Maine and served as an officer in the United States Navy.

Support

To provide real time support to Lena, John and Sam and ensure a positive client experience, we have assembled a team of experienced bankers to assist in all of the financial needs of the Town of Belgrade and your employees. Communication is the key to any great relationship, and we honor that. In addition to a dedicated team of treasury professionals, a trained backup team is available to support and answer questions.

Describe your Bank's capacity to coordinate the transfer/opening of the accounts the Town needs. Detail the timeline and costs (if any) of the transition.

Androscoggin Bank has a full transition plan available where an entire relationship can be moved within 2 to 6 weeks; see attached Exhibit D. All of these steps will be non-applicable if the Town chooses to stay with Androscoggin Bank.

Please describe other services and benefits your Bank provides that are not mentioned in this RFP and would add value to the Town's relationship with you.

Please see Exhibit E attached hereto under "Additional Services."

The Town is required to obtain written assurance from the Bank selected stating that the Bank is an Equal Opportunity Employer and Lender.

Please see Exhibit F attached hereto.

All proposals received shall become a public record upon their opening.

Androscoggin Bank agrees to the above listed requirement.

Please provide at least three (3) references that are reflective of the scope of services proposed.

Mark Robinson
Fayette Town Manager
2589 Main Street
Fayette, ME 04349
207-645-4373
fayette@myfairpoint.net

Cass Newell
Harrison Town Manager
20 Front Street
Harrison, ME 04074
207-645-4373
cnewell@harrisonmaine.org

Eric Dyer
Readfield Town Manager
8 Old Kents Hill Road
Readfield, ME 04355
207-685-4939
manager@readfieldmaine.org

E. Costs to the Town

The Town currently pays fees for some services through earnings credits on compensating balances maintained. Some fees are "waived." The Town is interested in comparing this method with paying direct fees for services provided as well as what services could be provided without fees.

- *What method is used to calculate the compensating balance and earnings credit? Please provide details of the cost of each service, as well as the earnings credit to be applied. What is the minimum balance for an account and the rate of return on the minimum balance?*
- *Please provide a schedule of all fees, including the basis/method for their charge.*
- *Please indicate what service fees and charges will be waived.*

Please see Account Analysis attached as Exhibit B. All per item fees, overdrafts, costs of checks, setup of software are waived. Other charges are greatly reduced and absorbed through an Earnings Credit of 2.5%, a Compensating Balance of \$59,000. Courier charges can also be absorbed if the Compensating Balance is increased to \$132,000.

IV. PROPOSAL SUBMISSION: PROCEDURES & REQUIREMENTS

Sealed Proposals: Responses to this Request will be submitted in a sealed envelope, clearly identified, mailed or delivered as follows; electronic submissions are also accepted:

"Response to RFP for Banking Services" by 12 noon on Friday, July 14, 2023:

*Lorna Dee Nichols, Town Manager
990 Augusta Road
Belgrade, Maine 04917 (207) 495-2258
townmanager@townofbelgrade.com*

Proposals will be publicly opened on Monday, July 17, 2023 by the Town Manager and will be available for inspection by interested parties.

Proposals will then be reviewed by the Town Manager and Board of Selectpersons and then may be awarded on Tuesday, July 18, 2023 at their next regularly scheduled Selectpersons's meeting at 6:30 p.m.

| Androscoggin Bank agrees to the above listed requirement.

V. SUMMARY

The Town, acting through the Town Manager as authorized by the Board of Selectpersons, intends to enter into a formal Banking Services Contract with the awarded bank that will incorporate all provisions of the Request for Proposal. Additional terms and conditions will not be included in the Contract unless mutually agreed upon by both parties.

| Androscoggin Bank agrees to the above listed requirement.

Branch Locations & Hours

Exhibit A

Auburn	12 Subaru Drive	<p><u>Hours: Lobby</u> M-W: 9:00 a.m. – 4:00 p.m. Th-F: 9:00 a.m. – 5:00 p.m. S: Closed</p> <p><u>Hours – Drive-up</u> M-W: 8:30 a.m – 4:00 p.m. Th-F: 8:30 a.m. – 5:00 p.m. S: Closed</p>
Auburn	683 Minot Avenue	<p><u>Hours: Lobby</u> M-F: 8:30 a.m. – 5:00 p.m. S: 9:00 a.m. – 12 noon</p> <p><u>Hours – Drive-up</u> M-F: 8:00 a.m – 5:00 p.m. S: 9:00 a.m. – 12 noon</p>
Brunswick	208 ½ Maine Street	<p><u>Hours: Lobby</u> M-W: 9:00 a.m. – 4:00 p.m. Th-F: 9:00 a.m. – 5:00 p.m. S: 9:00 a.m. – 12 noon</p> <p><u>Hours – Drive-up</u> M-W: 8:30 a.m – 4:00 p.m. Th-F: 8:30 a.m. – 5:00 p.m. S: 9:00 a.m. – 12 noon</p>
Gray	24 Portland Road	<p><u>Hours: Lobby</u> M-Th: 9:00 a.m. – 4:00 p.m. F: 9:00 a.m. – 5:00 p.m. S: Closed</p> <p><u>Hours – Drive-up</u> M-Th: 8:30 a.m – 4:00 p.m. F: 8:30 a.m. – 5:00 p.m. S: Closed</p>
Jay	6 Androscoggin Lane	<p><u>Hours: Lobby</u> M-W: 9:00 a.m. – 4:00 p.m. Th-F: 9:00 a.m. – 5:00 p.m. S: Closed</p> <p><u>Hours – Drive-up</u> M-W: 8:30 a.m – 4:00 p.m. Th-F: 8:30 a.m. – 5:00 p.m. S: 9:00 a.m. – 12 noon</p>
Lewiston	505 Sabattus Street	<p><u>Hours: Lobby</u> M-F: 8:30 a.m. – 5:00 p.m. S: 9:00 a.m. – 12 noon</p> <p><u>Hours – Drive-up</u> M-F : 8:30 a.m – 5:00 p.m. S: 8:00 a.m. – 12 noon.</p>

Branch Locations & Hours

Exhibit A

Lewiston	30 Lisbon Street	<u>Hours: Lobby</u> M-F: 9:00 a.m. – 4:00 p.m. S: Closed <u>Hours – Drive-up</u> M-F : 8:30 a.m – 4:00 p.m. S: Closed
Lisbon Falls	580 Lisbon Road Midtown Shopping Center	<u>Hours: Lobby</u> M-F: 8:30 a.m. – 4:00 p.m. S: Closed <u>Hours – Drive-up</u> M-F : 8:30 a.m – 4:00 p.m. S: Closed
Portland	130 Middle Street	<u>Hours: Lobby</u> M-F: 8:30 a.m. – 4:00 p.m. S: Closed <u>Hours – Drive-up - None</u>
South Paris	170 Main Street	<u>Hours: Lobby</u> M-Th: 9:00 a.m. – 4:00 p.m. F: 9:00 a.m. – 5:00 p.m. S: Closed <u>Hours – Drive-up</u> M-Th: 9:00 a.m – 4:00 p.m. F: 9:00 a.m. – 5:00 p.m. S: 9:00 a.m. – 12 noon
Turner	207 Auburn Road (Route 4)	<u>Hours: Lobby</u> M-F: 8:30 a.m. – 5:00 p.m. S: 9:00 a.m. - Noon <u>Hours – Drive-up</u> M-F : 8:00 a.m – 5:00 p.m. S: 9:00 a.m. – 12 noon

Date Prepared: 7/10/2023

TOWN OF BELGRADE Exhibit B

Days in Month: 30
 Contact: Lena Hann
 Phone: 833.776.0012
 Address: 30 Lisbon Street, PO Box 1407
 Lewiston, Maine 04243
 Email: treasuryservices@androscogginbank.com
 Website: androscogginbank.com

RELATIONSHIP ANALYSIS PROFORMA

BALANCE COMPUTATION FOR THE PERIOD

Average Daily Collected Balance	\$0.00
Less Required Reserves (0%)	\$0.00
Average Net Collected Balance	\$0.00
Balance to Support Services	\$0.00

ACCOUNT POSITION FOR THE PERIOD

FEE BASIS

BALANCE BASIS

SERVICE CHARGE DETAIL

SERVICES FOR PERIOD	VOLUME	UNIT PRICE	EST. SERVICE CHARGE (W)	NOTES
Account Services				
Account Analysis Monthly Fee	1	\$10.00	\$5.00	
Deposits Processed	300	\$0.10	\$30.00	W
Checks Paid	#####	\$0.10	\$230.00	W
Sub Total			\$5.00	
Depository Services				
Checks Deposited	#####	\$0.10	\$500.00	W
Return Deposited Items	10	\$15.00	\$150.00	W
Cash Handling Fee		\$25.00	\$0.00	W
Courier Service	10	\$15.00	\$150.00	
Stop Payments		\$0.00	\$0.00	W
Sub Total			\$150.00	
Cash Management Services				
Sweep Fee			\$0.00	W
LOC Fee			\$0.00	W
Courier Fee			\$75.00	
Sub Total			\$75.00	
Remote Deposit Services				
e-Deposit Monthly Fee			\$0.00	W
Sub Total			\$0.00	
ACH Services				
ACH Monthly Module Fee		\$25.00	\$10.00	
Returned ACH Per Item		\$15.00	\$0.00	W
ACH Origination Per Item	540	\$0.10	\$0.00	W
Same Day ACH Monthly Fee		\$25.00	\$0.00	W
Sub Total			\$10.00	
Wire Services				
Wire Module Monthly Fee		\$25.00	\$0.00	W
Online-Outgoing Domestic Wires		\$15.00	\$0.00	W
Online-Outgoing Foreign Wires		\$30.00	\$0.00	W
Sub Total			\$0.00	
Fraud Prevention Services				
Positive Pay Monthly Fee		\$40.00	\$20.00	
ACH Filter Monthly Fee		\$25.00	\$10.00	
Account Recon Monthly Fee		\$40.00	\$0.00	
Sub Total			\$30.00	

SERVICE SUMMARY

Total Charges Listed Before Credit	\$270.00
Wavied Charges (code W)	\$910.00

Earnings Credit Rate subject to change monthly, and may affect compensating balance, as may changes in activity.

Equipment costs, setup fees and additional services are subject to current standard pricing at the time services are selected and may affect compensating balance.

Service Charge Summary (as proposed)

Average Net Investable Balance:	\$132,000.00	\$59,000 if courier charges are paid separately.
Earnings Credit Rate to Offset Fees:	<u>2.50%</u>	
Estimated Earnings Credit Allowance:	<u>\$271.23</u>	
Estimated Net Monthly Service Charges with Recommendations:	\$270.00	
<u>Net Analysis:</u>	0.00	

Funds Availability Policy
Approved: June 28th, 2022

Exhibit C

Policy Statement

It is the policy of Androscoggin Bank (“the Bank”) to comply with all legal and regulatory requirements regarding the availability of deposited funds, including those found in Regulation CC (12 CFR § 229, “the Regulation”) and the Expedited Funds Availability Act (12 U.S.C. §§ 4001-4010). It is also the policy of the Bank to provide its clients with as much access as possible to deposited funds, so long as doing so represents minimal risk to the Bank. As a result, this Policy may define shorter availability times than the maximum times provided in the Regulation.

Scope

The Regulation and this Policy apply to demand deposit accounts and NOW accounts. They do not apply to other types of deposit accounts, such as savings accounts or Money Market Accounts.

Responsibilities

Changes to this policy require approval by the Board of Directors of the Bank. Changes in operating procedures, standards, guidelines and technologies, provided they are consistent with this policy, may be authorized by business line leadership and the Compliance Officer. Senior Management is responsible for ensuring the directives are implemented and administered in compliance with the approved policy.

Standard Availability Schedule

Business Day and Day of Deposit Definitions
 Every day is a business day except Saturdays, Sundays, and Federal holidays. The day on which a deposit is made depends on the deposit method used:

Deposit Method	Day of Deposit
In person to an employee of the Bank	Day submitted if a business day; otherwise, next business day
ATM and mobile banking platforms	Day submitted if made by 4:00 PM on a business day; otherwise, next business day
By mail	Day received if a business day; otherwise, next business day
Placed in a night depository or lockbox	Day removed and available for processing if a business day; otherwise, next business day

Funds Availability Policy
Approved: June 28th, 2022

Exhibit C

Same Day Availability

- Funds from the following deposits are made available on the day of deposit:
- Funds received for deposit by an electronic payment (direct deposits);
- Cash deposits made in person to an employee of the Bank; and
- Incoming wire transfers.

Next Day Availability

All other deposits are available on the first business day after the day of deposit.

Check Deposit Holds

Case by Case Holds

Depending on the type of check deposited, the Bank may only make the first \$225.00 of the deposit EXHIBIT B available on the first business day after the day of deposit, with the remainder available on the 2nd business day after the day of deposit. In this situation, the Bank will notify the depositor at the time of deposit and will explain when the funds will be available. If the deposit is not made directly to one of the Bank's employees, or if the Bank decides to take this action after the depositor has left the premises, the notice and explanation will be mailed no later than the business day after the Bank received the deposit.

Exception Holds

Funds deposited by check may be delayed for a longer period under the following circumstances:

- There is reasonable cause to believe the check deposited will not be paid;
- A check previously returned unpaid is redeposited, unless the reason for return indication states:
 - it was returned due to a missing indorsement, and the indorsement has been obtained; or
 - it was returned because the check was post-dated, and the check is no longer post-dated;
- The account holder has overdrawn their account repeatedly in the last 6 months;
- There is an emergency, such as failure of communications or computer equipment; or
- The account holder deposited checks totaling more than \$5,525.00 on any one day.

The Bank will notify the depositor if the ability to withdraw funds is delayed for any of these reasons and will provide notification of when the funds will be available. Funds generally will be available no later than the 7th business day after the date of a deposit.

Funds Availability Policy
Approved: June 28th, 2022

Exhibit C

Check Cashing Holds

If a client cashes a check that is drawn on another bank, The Bank may withhold the availability of a corresponding amount of funds that are already in the client's account. Those funds will be available at the time funds from the cashed check would have been available if it had been deposited.

New Accounts

The following special rules may apply during the first thirty (30) days a new account is open.

Same Day Availability

No funds are made available on the day of deposit.

Next Day Availability

Funds for the following deposits are made available on the first business day after the day of deposit:

- Funds received for deposit by an electronic payment (direct deposits);
- Cash deposits made in person to an employee of the Bank;
- Incoming wire transfers;
- For U.S. Treasury checks payable to the account owner, the first \$5,525 of a day's total deposits; and
- For other official checks* payable to the account owner, the first \$5,525 of a day's total deposits if the deposit is made in person to one of the Bank's employees, or the first \$225 of a day's total deposits if the deposit is not made in person to one of the Bank's employees.

Second Day Availability

For other official checks* payable to the account owner that are not deposited in person to an employee of the Bank, next \$5,300 of a day's total deposits are made available on the 2nd business day after the day of deposit.

Other Availability

Funds in excess of the \$5,525.00 amounts described above, and funds from all other deposits, will be available on the 9th business day after the day of deposit

Funds Availability Policy
Approved: June 28th, 2022

Exhibit C

*“Other official checks” are the following check types: U.S.P.S. money orders; Federal Reserve Bank or Federal Home Loan Bank checks; state or local government checks; and bank, cashier’s, certified, or teller’s checks.

Foreign Checks

The standard availability schedule does not apply to foreign checks, including those from Canadian institutions. The Bank reserves the right to send any checks drawn on a foreign financial institution for collection upon receipt. The funds represented by checks which are sent for collection are generally available within 10 to 15 days. The Bank may make the funds available to prior to final settlement; account holders are responsible for any losses they may incur because of use of funds prior to final settlement. The Bank will assess a collection charge for each item sent out for collection and will also assess any collection charges charged to the Bank by other financial institutions that process the item, as listed in the most recent Schedule of Fees and Charges.

Returned Checks

If a deposited check is returned unpaid after the funds have been made available, the amount of the check will be debited from the account. If there are insufficient funds in the account to cover that debit, the Bank reserves the right to demand payment directly from the account holder and to charge a returned item fee per the Bank’s most recent Schedule of Fees and Charges.

Disclosures

- The Bank’s Funds Availability Policy Disclosure, which includes the Substitute Checks and Your Rights disclosure, will be provided in writing in the initial document set for all deposit accounts, and will be provided to any person making an oral or written request.
- The standard availability schedule and a notice that longer availability periods may apply shall be prominently displayed in all branches.
- All preprinted deposits slips shall include a notice that deposits may not be available for immediate withdrawal.
- A notice shall be provided at each of the Bank’s ATM locations that funds deposited at the ATM may not be available for immediate withdrawal.
- Notice must be provided regarding any change to this Policy at least 30 days prior to implementing the change, unless the change only shortens availability times, in which case such notice can be provided up to 30 days after implementation.

Funds Availability Policy
Approved: June 28th, 2022

Exhibit C

Record Retention

The Bank shall retain its records in accordance with the requirements of Regulation CC, including the retention of copies of all notices provided for exception holds based on the reasonable cause provision, and a brief description of the supporting facts, for a period of at least 2 years.

Ownership and Annual Review

This Policy is reviewed and approved at least annually by the Androscoggin Bank Board of Directors.

Next Review Date

The next revision date of this Policy is June 2023.

Date	Policy Section	Policy Change
6/22/2021	All sections	Policy created
6/28/2022	Authority	Changed section name to Responsibilities per standard format.
	New Accounts	Added Other Availability subheading

Banking Transition Steps

Exhibit D

The following form is an outline of bank transition steps. It may not be inclusive of everything you will need to do to transfer bank accounts, as each client is different, but we believe it covers most items.

Week 1

- Determine signers on new accounts, as well as users of online banking and eDeposit.

Week 2

- Sign Paperwork for bank.
- Bank will issue account numbers and order eDeposit machine(s).
- Order Checks and deposit slips – if it's easier for you to order checks and/or deposit slips from your vendor, we'd be happy to reimburse; else, we can use our vendor.
- Bank will call to setup training of staff on ACH and eDeposit as applicable (select date that works well for you approximately two weeks from paperwork completion).
- Client will review current bank statements and make a list of vendors to contact to change routing and account numbers of electronic debits and credits.
- Client should contact your accounting software company to obtain instructions on adding a new account to your system and/or changing check printing routing and account numbers.

Week 3

- Client should contact vendors to change account numbers for electronic payments.
- Checks should arrive this week or next (1-2 weeks from date of order).
- Pick a date to begin depositing to new account. Beginning of month may be easier.
- Determine the outstanding check amount at previous bank. Keep funds in the account to cover those transactions and any other charges you will receive.
- Transfer the remainder to the new account(s). This can be done via check, wire or ACH transfer.

Week 4

- Checks should be in by now.
- This week your eDeposit machines will arrive (if applicable).
- Training will likely be scheduled for this week for your staff. This includes ACH and eDeposit training. This can be scheduled at a later date if you prefer. It is better to train shortly before going live so your staff doesn't forget how to use the system.
- An ACH prenote file can be tested this week.

Banking Transition Steps

Exhibit D

Week 5

- Start checking the new account to see if your ACH vendors have changed the routing and account number for your transfers.
- Look for alerts on the ACH prenote file this week. The other banks will alert us within ten days after the test file is run.
- You may decide to start depositing to the new account now. The account is now ready to be fully utilized.

Week 6+

- Keep an eye on your previous bank account to be sure it is funded.
- Once checks clear on the old account and there are no outstanding items it can be closed.
- Note: Before you close the previous account, you may want to archive statements and other data by exporting them to your computer or server.

Additional Per Needs of Customer:

- _____
- _____
- _____

Please feel free to contact us with any questions. We want to help make this process as seamless as possible for you.

Bank Contact Information:

Name: Lena C. Hann, VP Government Banking Services

E-mail: lhann@androscogginbank.com

Phone: 207-376-3571

Bank Contact Information:

Name: John Simko, VP Government Lending Officer

E-mail: jsimko@androscogginbank.com

Phone: 207-330-0531

Bank Contact Information:

Name: Treasury Services

E-mail: treasuryservices@androscogginbank.com

Phone: 1-833-776-0012

Additional Services

Exhibit E

Government Financing Programs

Androscoggin Bank has developed a niche in Maine government financing over the years. Our list of client types includes municipalities, counties, school districts, wastewater districts and other governmental entities. For financing, the Bank offers a Municipal Lease Financing Program, General Obligation Bonds as both interim financing or permanent financing, among others. Many government departments are choosing lease financing programs to manage their capital equipment needs over the long term. The Bank does not charge fees for financing services and is pleased to submit proposals, based on the needs of the customer. We regularly provide preferred pricing for municipal financing for deposit clients.

Cash Management Online Banking

Security is of the utmost importance to our bank. Androscoggin Bank's online system is a web-based platform accessed via a secure token.

Access permissions are controlled by a designated "Administrator" within your organization so even non-signatory personnel can have "view only" access. Access to account information via email or phone call can be restricted as needed. For purposes of ACH and wires, a system of dual control is available and recommended. The bank may perform additional call-back verification if certain criteria are met.

There are a number of functions supported by our Cash Management Online system including:

- Fully customizable user access
- Online stop payments
- Internal transfers between accounts
- ACH origination (debit and credit)
- Online wire transfers
- Business Bill Pay
- Access to images of paid checks
- Positive Pay & ACH Filter fraud protection services
- Up-to-the-minute transaction and balances
- Account alerts and mobile access
- Additional online account report functions that include:
 - Previous day ledger, available and float balance and detail viewing and reporting

Additional Services

Exhibit E

- Current day ledger, available and float balance and detail viewing and reporting
- Definable, sortable period viewing and reporting with statement-level detail
- NACHA batch file upload, verification, approval and reporting
- Customizable templates for both on-demand and recurring transfers and payments
- Item searching, especially but not limited to cleared checks, with imaging and print capabilities for at least 2 statement cycles of history
- An exportable statement database is available up to 2 years and our Client Contact Center staff is available for archive searches when necessary

Full training is provided onsite, in-person, or remotely with our treasury implementation team based on your preference.

Remote Deposit Capture

Deposits can be made to multiple accounts using a Panini Ideal desk top scanner that is connected to a PC via a USB port. No deposit tickets are required. Once the deposit is approved, the “Submit” button is clicked and the deposit is transmitted. The software automatically corrects discrepancies in balancing the deposits.

Checks must be stored in a secure location for at least 45 days before shredding them on-site. Images of the checks are available on the eDeposit website for 45 days after the deposit and can be printed and/or saved to your computer. The images are searchable by various fields.

ACH (Automated Clearing House) Services

Full ACH origination services are available through our secure Cash Management Online. This user-friendly system allows you to enter and store account information for your employees and vendors or import data files from your accounting program. Files can be imported into our ACH system in standard NACHA (National Clearing House Association) format.

All ACH Credit Entries (for example, Direct Deposit) should be completed/authorized at least two business days prior to the “Effective Date” of the transactions. All ACH Debit entries should be completed/authorized at least one business day prior to the “Effective Date” of the transactions.

Additional Services

Exhibit E

Positive Pay and ACH Block/Filter

In these days of high fraud, we are pleased to offer **Positive Pay and ACH Block/Filter** which are part of our Secure Pay bundle.

Positive Pay reduces incidences of check fraud. Each time you process a check, a check issue file is sent to Androscoggin Bank. Checks presented for payment are matched against checks that have been issued. Any checks that differ in dollar amount, issue date, or check number are intercepted and referred to you on Cash Management Online for payment or return instructions.

With **ACH Block/Filter**, you can restrict ACH activity altogether with our ACH Block Service. Once established, any ACH item attempting to post to your account will be flagged for return automatically.

Business Debit Cards: The Town can manage smaller expenses with debit cards issued off a special Flex checking account. You control card holders, purchase limits, and ATM limits.

Community Credit Cards: The Visa CommUNITY Credit Card, offered through our affiliate Elan Financial Services, is designed for municipalities, schools and nonprofits seeking an easier way to manage cash flow and expenses. Enhanced reporting helps document expenses, track purchases, reveal spending patterns, organize budgeting information and save time on accounting procedures. Credit approval is based on the governmental entity, not personal assets, and thus personal guarantees are not required. **There are no annual fees for credit cards.**

Bank at Work: Androscoggin Bank believes in doing what's best for our own employees and we want to ensure we are extending that passion to the employees of the organizations we serve. The Bank provides a bank at work program for all of our municipal and commercial clients. Some of the benefits include a free checking account with no monthly maintenance fees and no minimum balance requirements, first order of Androscoggin Bank checks free, free notary service and Medallion Signature guarantees, free interest-bearing Health Savings Account and a companion savings account that pays preferred rates with no minimum balance or monthly maintenance fees.

Portland Trust Company: Under separate cover, a full investment proposal is being provided by our affiliate Portland Trust Company.

Equal Opportunity Employer Statement

Exhibit F

We are an equal opportunity, affirmative action employer, not because the law requires it, but because we firmly believe it is right. Accordingly, we are committed to providing equal opportunity and treatment without regard to race, color, ancestry, religion, national origin, gender, age, physical or mental disability, sexual orientation, genetic pre-disposition or any other protected status.

Equal opportunity does not stop once the hiring process is completed. Each bank manager is responsible for practicing nondiscrimination when performing his/her supervisory duties. We are committed to ensuring that each manager meets this responsibility fully.

We also affirm that the principle of equal opportunity applies to every aspect of our business, including dealings with clients and suppliers.

REGULATION B (Equal Credit Opportunity Statement)

It is the policy of this bank to promote the availability of credit to all creditworthy applicants without regard to race, color, religion, national origin, sex, marital status, or age (provided the applicant has the capacity to contract); to the fact that all or part of the applicant's income derives from a public assistance program; or to the fact that the applicant has, in good faith, exercised any right under the Consumer Credit Protection Act. Bank policy prohibits practices that discriminate on the basis of any of these factors.

To monitor compliance with this policy, the following shall be consistently reviewed by the Senior Retail Lender and or the Retail Loan Underwriter:

- All loan denials
- All exceptions to policy