EMERGENCY SESSION
TOWN OF WILTON
SELECTMEN'S MINUTES

Date: February 3, 2015
Time: 8:30 P.M.
Place: Town Office
Present: Chairman William F. Condra and Selectmen Richard E. Swanson and Kermit R. Williams. Recording Secretary Pamela Atwood.

The meeting was called to order at 8:30 P.M. by Chairman Condra. The purpose of the meeting was to discuss and make decisions regarding implementation of the Interware software program initiated by the Town Clerk.

Jerry Greene was asked by Chairman Condra to start the conversation. Jerry met with the Town's representative from TD Bank this morning and learned a great deal about aspects of implementing Interware's software. He explained that the credit card company (Global International) requires the credit cards to be "Chip and Pin" enabled. Selectman Williams inserted that the Board voted to suspend the credit card portion of the contract for now and would only take cash and checks. Jerry requested to continue with his presentation. He explained that Interware will be enabled in 6 months at an extra cost of $100, whereas to do it now would cost $600.

Next, he discussed the separation of fees for debit and credit card transactions. He explained how it works and stated that as part of the training process the Town Clerk's office must educate the public that no matter whether they use a debit card or a credit card the higher credit card fee will be charged.

Jerry told the Board that Global International is exclusive to Interware, so we cannot use PayGov for credit cards even if it was the preferred choice.

He talked about money handling, saying that the transactions will have to end at the same time as the State each day; and further transactions will be on the next days' report. Selectman Williams noted that the cut off would work the same way for internet transactions. Jerry explained that the Town has three people certified to perform ACH payments and that he would see that number stay at three. He also stated that he would like the Town's IT person to be here when the software gets installed. He asked if the Board of Selectmen would re-vote to approve the credit card module with Global International. After some additional discussion the following motion was made:
**Motion:** Chairman Condra moved to agree to accept credit cards for the purchases that are enabled through Interware Development with the companion vendor Global; contingent upon coming up with a satisfactory contract with Global. The motion was seconded by Selectman Williams, followed by a unanimous vote. Motion carries.

Selectman Swanson asked for an explanation of why this meeting needed to be scheduled as an emergency meeting. Explanations were given and Selectman Williams noted that they a chose to do so on behalf of the Treasurer. Chairman Condra thought it was important enough.

There was a discussion on the language in the RSA's regarding the disbursement of funds given to the Conservation Commission, and whether or not there is oversight once those funds go into a Conservation account. The Budget Committee requested that Attorney Little be asked for his opinion.

The Budget Committee also asked to receive revenue numbers in a timelier manner next year.

Chairman Condra made a motion to adjourn the meeting at 8:58 P.M. The motion was seconded by Selectman Swanson followed by a unanimous vote.

Respectfully submitted;

Pamela L. Atwood

Pamela L. Atwood,
Recording Secretary

William F. Condra

William F. Condra

Richard E. Swanson

Kermit R. Williams

2-9-15

Date Signed