

**TAMWORTH PLANNING BOARD**  
**Groundwater Protection Ordinance Committee**

DRAFT MINUTES

October 13, 2023

9 AM, Town Office Building

1. Call Meeting to Order. – The meeting was called to order at 9:05 am by Sheldon Perry. Present are: Sheldon Perry, Nick Grant, Kit Morgan. Jeremy Phillips is absent. David Little is also present.
2. Approval of 9/5/23 and 10/3/23 minutes. – 9/5/23 – Sheldon made a motion to approve, Kit seconded. APPROVED

10/3/23 – Sheldon made a motion to approve, Nick seconded. APPROVED Kit abstained.

3. Master business list. (David, Jeremy) A consolidated list was distributed. 245 business locations in town. Nick will respond to any emails that indicate they are not businesses or have questions/concerns. Sheldon's letter is edited to indicate email should be sent to [ngrant@tamworthnh.org](mailto:ngrant@tamworthnh.org). If the business feels they are not over the aquifer, they can verify from the town tax maps and aquifer overlay, found on the town website. A separate mailing for business addresses is needed. Return address should be Tamworth Planning Board. Request that emails being sent to indicate you are not a business include 1<sup>st</sup> line of mailing address. After the mailing, narrow down the list by priority.
4. Letters to residents and to businesses in the GPO district. (Kit and Sheldon) – Planning Board letterhead on top. Remove telephone number on both letters. Paragraph 2 –Kit will rephrase the letter to indicate that this does not apply to residences.

Paragraph 1 – add “on” January 1. The ordinance is based on a state model....

For more information....(change info to match other letter to email to [ngrant@tamworthnh.org](mailto:ngrant@tamworthnh.org).)

Under planning board section, forms and documents of the website, include pdf of Green Mountain brochure. [www.tamworthnh.org/files](http://www.tamworthnh.org/files)

5. Mailing details. (Sheldon) – Sheldon reached out to Minuteman Press. Response has not been received as yet. He has also been in touch with the business that the Town uses. Double sided, Bulk mailing, trifold, postal patron, wording “Important Information” logo. 24 lb, all the same. Include West Ossipee and Silver Lake (Tamworth residents only) Tamworth Chocorua South Tamworth Wonalancet. Every Door Direct Mail.  
Business mailing – addressed via spreadsheet, in an envelope. 8.5x11, single sided, black ink, white paper, 1 page, 24 lb. 250 copies
6. Grants and funding. (Kit)-deadline is November 1. Do not pursue at this point.
7. Action Items – excel sheet for business list only. David will do this for early November. Kit will send final letter to Sheldon. Sheldon will respond regarding mailings. Kit will double side the letter. Sheldon will ask Peggy for a modified logo(reverse). Sheldon will email Kit PB Letterhead. Include new town seal, omit phone info. And tamplanboard email info.
8. Adjournment. –Sheldon made a motion to adjourn at 10:49 am, Nick seconded. The meeting was adjourned.

Respectfully submitted,

Melissa Donaldson

Planning Board Clerk