

August 3, 2023

Dear Residents,

Due to the Town Clerk/Tax Collector resignation, the Town Clerk's Tax Collectors Office will be temporarily closed the week of August 7th to 11th.

Certain Online Services have also been suspended.

Please do not process any tax payments or motor vehicle or vital statistic requests payments via online. They will not be processed!

You may use the drop box in front of the Town Office door to drop off a property tax payment check only.

We have found replacement staffing, and also have retained the services of a retired Town Clerk/Tax Collector to assist with training new staff. Residents will need to be patient while the Town Clerk's/Tax Collector's Office new staff is trained. This training will take a few months!

We will also be utilizing Town Clerks/Tax Collectors borrowed from other towns in the coming weeks to assist in providing services while the new Town Staff gets the necessary and required certifications and training. That will enable the office to be open for some services in the next couple of weeks.

We are also working on agreements with two area town offices to provide some services possibly as early as next week. *We will make an announcement of the day(s) and times those services will be available, when they are confirmed.* We ask that you treat the Clerks and Collectors in these other towns with respect as they are helping us (you) out during this time of transition.

If you need services other than the town clerk/tax collector/registrations, then please go around to the parking lot door and ring the bell or call 603-485-4276 ex. 110 for assistance. **Again, this is for all other services aside from town clerk/tax collector/registrations.**

Check the Town Website www.allenstownnh.gov and the Town Facebook Site for updates!

Should you have any other questions about the temporary Town Clerk/Tax Collector's Office Closure, then you may call 603-485-4276, Ext. 112 to talk to the Town Administrator or email him at TA@allenstownnh.gov

Town of Allenstown