

When You Visit the Alstead Town Offices

This list helps residents know who to see for common questions and requests. It reflects responsibilities defined in law and the structure of the Town of Alstead.

Visit the Town Clerk/Tax Collector for....

- I'm here to register or title my car or trailer.
- I need to register my boat or OHRV.
- I'm here to license my dog.
- I want to get a marriage license or request a copy of a birth, death, or marriage record.
- I need to register to vote, check my voter registration, or find out where to vote.
- I want to file to run for town office or ask about election information.
- I'm here to pay my property tax bill or ask about past due taxes.
- I'm following up on a tax lien or deed notice.
- I need to update my mailing address for tax or registration purposes.

Speak with the Selectmen's Administrative Assistant for....

- I have a question, concern, or request regarding any Town Department (DPW, Police, Fire, EMS, Transfer Station, Health, Emergency Management)
- I want to schedule an appointment with the Selectboard or learn when they meet.
- I'm here to rent a town property like the Pavilion, Millot Green, or Town Hall.
- I need information about roads, transfer station hours, or highway maintenance.
- I'm asking about town employment, payroll, or forms.
- I need to file a general concern or complaint about town services.
- I'm looking for meeting minutes, reports, or policies adopted by the Selectboard.
- I'm here to get a copy of a town report or public record under RSA 91-A.
- I'm asking how to apply for welfare assistance.

Meet with the Land Clerk / Planning & Zoning Admin Assistant for..

- I'm here to apply for a building permit, variance, or special exception.
- I want to subdivide land or submit a site plan.
- I'm here to get a 911 number for a property.
- I need to look up zoning maps or property files.
- I'm asking when the Planning Board or ZBA meets.
- I'm submitting an abutter notification list for a land use application.
- I'm requesting a copy of meeting minutes or decisions of the land use boards.
- I'm here to ask about my property assessment, an abatement, or exemptions.

Town of Alstead – Office Roles and Responsibilities

This chart clarifies the roles and responsibilities of Town Office staff, based on New Hampshire law. It is designed to guide both employees and residents in determining who should handle common requests.

Resident Request	Town Clerk/ Tax Collector	Selectmen's Admin	Land Use Admin
Register motor vehicle	✓ RSA 261		
Boat registration	✓ RSA 270-E		
Marriage license / vital records	✓ RSA 5-C		
Dog license	✓ RSA 466		
Voter registration / elections	✓ RSA 654, 659		
Property tax payment / bills	✓ RSA 80		
Property assessment questions		✓ RSA 72	
Tax abatement applications		✓ RSA 76:16	
Selectboard business agendas/minutes/policies		✓ RSA 41	
Payroll / accounts payable		✓ RSA 41:8	
Facility rentals (Pavilion, Hall, etc.)		✓ (per policy)	
General inquiries (roads, transfer station, EMS)		✓ RSA 41:8	
Planning Board meetings			✓ RSA 676–677
Subdivision / site plan application			✓ RSA 676–677
ZBA application / hearing			✓ RSA 676
Conservation Commission/ Historic District			✓ RSA 36-A, 674
Public notices / abutter mailings			✓ RSA 676
Minutes and land use records			✓ RSA 91-A