

## Department Directory - City of Claremont New Hampshire

Department	Responsibility	Contact Info
Building Inspector	<p><b>Chief Building Official &amp; Health Officer, Stephen Coombs</b>                      Inspects buildings and structures during construction, repair and alteration with compliance to state and city building codes and regulations</p>	<p>603-542-7008 Ext. 0346  <a href="mailto:scoombs@claremontnh.com">scoombs@claremontnh.com</a></p>
City Clerk	<p><b>City Clerk, Gwen Melcher</b>                      Vital Records, Motor Vehicle Registrations, Dog Licensing, Local and State Elections</p>	<p>603-542-7003  <a href="mailto:gmelcher@claremontnh.com">gmelcher@claremontnh.com</a></p>
City Manager	<p><b>City Manager, Ryan McNutt</b>                      Works closely with City Council. Oversees all city departments. Always welcomes and invites citizen input.</p>	<p>603-542-7026 ext. 0291  <a href="mailto:citymanager@claremontnh.com">citymanager@claremontnh.com</a></p>
Executive Assistant	<p><b>Executive Assistant, Doree Russell</b>                      Assistant to the City Manager, City Solicitor and Clerk to the Council.</p>	<p>603-542-7026 ext. 0291  <a href="mailto:drussell@claremontnh.com">drussell@claremontnh.com</a></p>
Finance	<p><b>Finance Director, Mary Walter</b>                      The Finance Department's major areas of responsibility include budget management, payroll, purchasing, assets, accounting, debt management, investments, and financial reporting.</p>	<p>603-542-7026 ext. 0395  <a href="mailto:finance@claremontnh.com">finance@claremontnh.com</a></p>
Finance	<p><b>City Treasurer, Lisa Richmond</b></p>	<p>603-542-7026 ext. 0392  <a href="mailto:treasurer@claremontnh.com">treasurer@claremontnh.com</a></p>
Finance Clerk	<p><b>Accounts Payable, Pam Dyer</b>                      Oversees accounts payable and payroll operations</p>	<p>603-542-7026 ext. 0396  <a href="mailto:pdyer@claremontnh.com">pdyer@claremontnh.com</a></p>
Fire Department	<p><b>Fire Chief, Bryan Burr</b>                      FOR EMERGENCY, DIAL 911. Committed to the safety and well-being of our citizens and providing a wide variety of services.</p>	<p>603-542-7012  <a href="mailto:firechief@claremontnh.com">firechief@claremontnh.com</a></p>

Human Resources	<p><b>Human Resources Coordinator, Bette Shattuck</b>  Employment, Workers Compensation, Benefits, Policies, Onboarding</p>	<p>603-542-7026 ext. 0298  <a href="mailto:hr@claremontnh.com">hr@claremontnh.com</a></p>
Human Services	<p><b>Public Welfare Director, Suzanne Carr</b>  Administers general assistance program as required under NH state statutes</p>	<p>603-542-7007  <a href="mailto:scarr@claremontnh.com">scarr@claremontnh.com</a></p>
Information Technology	<p><b>Information Systems, Christopher Burgess</b>  Manages municipal telecommunications infrastructure</p>	<p>603-542-7026 ext. 0399  <a href="mailto:cburgess@claremontnh.com">cburgess@claremontnh.com</a></p>
Parks & Recreation	<p><b>Director of Parks &amp; Recreation, Mark Brislin</b>  The Parks &amp; Recreation Department is dedicated to providing quality recreation facilities, programs and services to enhance the quality of life for the residents of Claremont. The Department is responsible for the planning, implementation and support of all recreational and leisure opportunities.</p>	<p>603-542-7019  <a href="mailto:mbrislin@claremontnh.com">mbrislin@claremontnh.com</a></p>
Planning & Development Department	<p><b>Planning and Development Director, Nancy Merrill</b>  Economic development, project management, building codes, planning &amp; zoning, boards &amp; commissions.</p>	<p>603-542-7008  <a href="mailto:nmerrill@claremontnh.com">nmerrill@claremontnh.com</a></p>
Police Department	<p><b>Police Chief, Mark Chase</b>  FOR EMERGENCY, DIAL 911. Enforce the laws of society, maintain order, protect life and property, deliver quality service to the community, and to assist the public-at-large.</p>	<p>603-542-9538  <a href="mailto:mchase@claremontnh.com">mchase@claremontnh.com</a></p>
Public Library	<p><b>Library Director, Michael Grace</b>  Online resources (i.e. remote library service access and subscription databases), digitized resources</p>	<p>603-542-7017  <a href="mailto:mgrace@claremontnh.com">mgrace@claremontnh.com</a></p>
Public Works	<p><b>Public Works Director, Scott Sweet</b></p>	<p>603-542-7020  <a href="mailto:ssweet@claremontnh.com">ssweet@claremontnh.com</a></p>

Tax Assessor

**Interim Assessor, Joseph Lessard**  
Responsible for measuring, inspecting  
and valuing properties, market studies  
and exemptions.

603-542-7004  
[propertyvalues@claremontnh.com](mailto:propertyvalues@claremontnh.com)

Tax Collector

**Tax Collector, Gwen Melcher**

603-542-7003  
[gmelcher@claremontnh.com](mailto:gmelcher@claremontnh.com)

Water and Sewer Bookkeeper

**Water & Sewer Bookkeeper**  
**Paul Cioffi** Maintenance of water and  
sewer accounts

603-504-0397  
[waterbilling@claremontnh.com](mailto:waterbilling@claremontnh.com)