

Department Directory - City of Claremont New Hampshire

Department	Responsibility	Contact Info
Building Inspector	<p>Chief Building Official & Health Officer, Steve Coombs 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 scoombs@claremontnh.com</p>
City Clerk	<p>City Clerk, Gwen Melcher Vital Records, Motor Vehicle Registrations, Dog Licensing, Local and State Elections</p>	<p>603-542-7003 gmelcher@claremontnh.com</p>
City Manager	<p>City Manager, Ryan McNutt Works closely with City Council. Oversees all city departments. Always welcomes and invites citizen input.</p>	<p>603-542-7026 ext. 0291 citymanager@claremontnh.com</p>
Executive Assistant	<p>Executive Assistant, Doree Russell Assistant to the City Manager, City Solicitor and Clerk to the Council.</p>	<p>603-542-7026 ext. 0291 drussell@claremontnh.com</p>
Finance	<p>Finance Director, Mary Walter 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 finance@claremontnh.com</p>
Finance	<p>City Treasurer, Lisa Richmond</p>	<p>603-542-7026 ext. 0392 treasurer@claremontnh.com</p>
Finance Clerk	<p>Accounts Payable, Pam Dyer Oversees accounts payable and payroll operations</p>	<p>603-542-7026 ext. 0396 pdyer@claremontnh.com</p>
Fire Department	<p>Fire Chief, Bryan Burr 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 firechief@claremontnh.com</p>

Human Resources	<p>Human Resources Coordinator, Bette Shattuck Employment, Workers Compensation, Benefits, Policies, Onboarding</p>	<p>603-542-7026 ext. 0298 hr@claremontnh.com</p>
Human Services	<p>Public Welfare Director, Suzanne Carr Administers general assistance program as required under NH state statutes</p>	<p>603-542-7007 scarr@claremontnh.com</p>
Information Technology	<p>Information Systems, Christopher Burgess Manages municipal telecommunications infrastructure</p>	<p>603-542-7026 ext. 0399 cburgess@claremontnh.com</p>
Parks & Recreation	<p>Director of Parks & Recreation, Mark Brislin The Parks & 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 mbrislin@claremontnh.com</p>
Planning & Development Department	<p>Planning and Development Director, Nancy Merrill Economic development, project management, building codes, planning & zoning, boards & commissions.</p>	<p>603-542-7008 nmerrill@claremontnh.com</p>
Police Department	<p>Police Chief, Mark Chase 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 mchase@claremontnh.com</p>
Public Library	<p>Library Director, Michael Grace Online resources (i.e. remote library service access and subscription databases), digitized resources</p>	<p>603-542-7017 mgrace@claremontnh.com</p>
Public Works	<p>Public Works Director, Victor St. Pierre</p>	<p>603-542-7020 vstpierre@claremontnh.com</p>

Tax Assessor

Interim Assessor, Steve Hamilton
Responsible for measuring, inspecting
and valuing properties, market studies
and exemptions.

603-542-7004
propertyvalues@claremontnh.com

Tax Collector

Tax Collector, Gwen Melcher

603-542-7003
gmelcher@claremontnh.com

Water and Sewer Bookkeeper

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

603-504-0397
waterbilling@claremontnh.com