Department Directory - City of Claremont New Hampshire

Department	Responsibility	Contact Info
Building Inspector	**Chief Building Inspector, Steve Coombs** Inspects buildings and structures during construction, repair and alteration with compliance to state and city building codes and regulations	603-542-7008 Ext. 0346 scoombs@claremontnh.com
City Clerk	**City Clerk, Gwen Melcher** Vital Records, Motor Vehicle Registrations, Dog Licensing, Local and State Elections	603-542-7003 gmelcher@claremontnh.com
City Manager	**City Manager, Ryan McNutt** Works closely with City Council. Oversees all city departments. Always welcomes and invites citizen input.	603-542-7026 ext. 0291 citymanager@claremontnh.com
Executive Assistant	**Executive Assistant, Doree Russell** Assistant to the City Manager, City Solicitor and Clerk to the Council.	603-542-7026 ext. 0291 drussell@claremontnh.com
Finance	**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.	603-542-7026 ext. 0395 finance@claremontnh.com
Finance	**City Treasurer, Lisa Richmond**	603-542-7026 ext. 0392 treasurer@claremontnh.com
Finance Clerk	**Accounts Payable, Pam Dyer** Oversees accounts payable and payroll operations	603-542-7026 ext. 0396 pdyer@claremontnh.com
Fire Department	**Fire Chief, Richard Bergeron** FOR EMERGENCY, DIAL 911. Committed to the safety and well-being of our citizens and providing a wide variety of services.	603-542-7012 firechief@claremontnh.com

City Solicitor	**City Solicitor, Jane Taylor** Provide legal services, advocacy and advice to the City Manager, City Council and City Departments. i.e. Contract, Resolution, Ordinance review, attendance at City Council meetings	603-542-7026 ext. 0294 jtaylor@claremontnh.com
Human Resources	**Human Resources Coordinator, Bette Shattuck** Employment, Workers Compensation, Benefits, Policies, Onboarding	603-542-7026 ext. 0298 hr@claremontnh.com
Human Services	**Public Welfare Director, Suzanne Carr** Administers general assistance program as required under NH state statutes	603-542-7007 scarr@claremontnh.com
Information Technology	**Information Systems, Christopher Burgess** Manages municipal telecommunications infrastructure	603-542-7026 ext. 0399 cburgess@claremontnh.com
Parks & Recreation	**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.	603-542-7019 mbrislin@claremontnh.com
Planning & Development Department	**Planning and Development Director, Nancy Merrill** Economic development, project management, building codes, planning & zoning, boards & commissions.	603-542-7008 nmerrill@claremontnh.com
Police Department	**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.	603-542-9538 mchase@claremontnh.com
Public Library	**Library Director, Michael Grace** Online resources (i.e. remote library service access and subscription databases), digitized resources	603-542-7017 mgrace@claremontnh.com

Public Works	**Public Works Director, Scott Sweet**	603-542-7020 ssweet@claremontnh.com
Tax Assessor	**Assessor, Marlene Jordan** 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