

Phone Numbers for City Offices

Accounts Payable	542-7026 x0396
Arrowhead	542-2416
Central Collections	542-7003
City Assessor's Office	542-7004
City Clerk	542-7003
City Hall Maintenance	542-7006
City Manager	542-7002
Claremont Fire Dept.	542-5156
Claremont Fire Emergency	911
Claremont Municipal Airport	542-7032
Claremont Police Dept.	542-9538
Claremont Police Dept. Emergency	911
Claremont Police Records Division	542-7023
Claremont Police Dept. Detectives	542-7010
Claremont Public Works	542-7020
Code Enforcement Office	542-7008
Economic Development Office	542-7030
Finance	542-7026 x0395
Fiske Free Library	542-7017
CSB Community Center	542-7019
Health and Safety Officer	542-7005
Human Resources	504-0298
Planning and Development Dept.	542-7008
Tax Collector	542-7003
Technology Information Systems	542-7034
Treasurer	542-7026 x0392
Water and Sewer Dept.	542-7020
Water Treatment Plant	542-6531
Waste Water Treatment Plant	543-0680
Welfare Office	542-7007

City of Claremont E-mail addresses:

City Manager	<i>citymanager@claremontnh.com</i>
DPW	<i>pubwork@claremontnh.com</i>
Detectives	<i>police@claremontnh.com</i>
Fire Chief	<i>firechief@claremontnh.com</i>
Fire Code Enforcement	<i>cfrcode@claremontnh.com</i>
Fire Dept.	<i>fire@claremontnh.com</i>
Finance Dir.	<i>finance@claremontnh.com</i>
Treasurer	<i>treasurer@claremontnh.com</i>
City Attorney	_____
City Clerk	<i>cityclerk@claremontnh.com</i>
Chief Assessor	<i>chiefassessor@claremontnh.com</i>
Community Ctr.	<i>parksandrecinfo@claremontnh.com</i>
Library	<i>mgrace@claremontnh.com</i>
H/R	<i>hr@claremontnh.com</i>
MIS Dept.	<i>cburgess@claremontnh.com</i>
Parks & Rec.	<i>parksandrecinfo@claremontnh.com</i>
Planning & Economic Dev.	<i>newbiz@claremontnh.com</i>
Police Chief	<i>mchase@claremontnh.com</i>
Police Admin.	<i>policeadmin@claremontnh.com</i>
Tax Collector	<i>taxcollector@claremontnh.com</i>
Welfare Dept.	<i>scarr@claremontnh.com</i>



Resident Guide and Informational Brochure

City of Claremont City Manager:
Ryan W. McNutt

City Solicitor:
(Vacant)

Directors:
Bryan Burr, Fire Chief
Scott Sweet, Public Works
Mark Brislin, Parks and Recreation
Michael Grace, City Librarian
Assessor (Vacant)
Mark Chase, Police Chief
Mary Walter, Finance
Suzanne Carr, Welfare
Nancy Merrill, Planning & Development

GENERAL INFORMATION

The City of Claremont operates under a City Council/City Manager form of government. A nine member City Council is elected. Municipal elections are held biennially in November. The City Council is responsible for establishing City policies.

The City Manager is appointed by the City Council. The City Manager is responsible for supervising and conducting the day-to-day operations and affairs of the City and to carry out the policies established by the City Council.

CITY BOARDS, COMMITTEES & COMMISSIONS

City Council: There are 9 locally elected members of the City Council. The Council for the 2018-2019 election years is as follows:

Charlene Lovett, Mayor
Allen Damren, Assistant Mayor
Andrew O’Hearne, Ward I
Scott Pope, Ward II
Jonathan Stone, Ward III
Abigail Kier, At-Large
Nicholas Koloski, At-Large
Claire Lessard, At-Large
Jeremy Zullo, At-Large

The City Council meets the 2nd Wednesday of each month beginning at 6:30 PM in the City Hall chambers. Some of the City committees, boards and commissions which residents serve on include:

Airport Advisory Board
Claremont Community Television, Inc.
Claremont Development Authority
Claremont Energy Advisory Committee
Claremont Housing Authority Commission
Claremont Planning Board
Claremont Police Commission
Conservation Commission
Fiske Free Library Board of Trustees
Frances J. Tolles Home Trustees
Historic District Commission
Parks and Recreation Commission
Personnel Advisory Board
Tax Increment Financing District Advisory Boards
Trustees of Trust Funds
U.V.L.S. Regional Planning Commission
Zoning Board of Adjustment

Vacancies on these committees are advertised in the local newspaper and are posted in City Hall. For more information, please contact the Boards and Commission’s Coordinator at 542-7008.

CITY DEPARTMENTS/SERVICES

City Hall is open Monday through Friday from 9:00 am to 5:00 pm and is closed for lunch from 12:30 pm to 1:30 pm daily. City Hall is located at 58 Opera House Square. The following departments are located in City Hall.

Assessing
Central Collections (City Clerk/Tax Collector)
City Hall Maintenance
City Manager
Human Resources
Finance
Treasurer
Welfare - Closed on Wednesday Open 9:00-1:30 M,T,Th,F

Planning & Development is located at 14 North Street in Claremont and is open from 8:00 am – 5:00 pm. Offices include:

Planning & Zoning
Economic Development
Building Permits
Health Department
Code Enforcement
Information on Boards and Commissions

Public Works is located at 8 Grandview Street and is open 7:00 am – 3:00 pm. Offices include: highway, water, sewer and cemetery.

LICENSES AND REGISTRATION

Voter registration: You may register to vote at the Central Collections Office between the hours of 9:00am to 12:30 pm and 1:30 pm to 5:00 pm. To register, you must be an American Citizen and at least 18 years old. Proof of residency is required such as: driver’s license, mail or rental receipt. Eligible residents are allowed to register and vote on Election Day with the proper documentation. The Supervisors of the Checklist meet prior to all elections to register new voters or change parties/ addresses. Their hours are posted in City Hall and in the local newspaper.

Vehicle Registration: New residents to the State have *sixty days* to transfer motor vehicle registrations and obtain NH Drivers licenses. Anyone moving within the State must notify the NH Dept. of Safety, Division of Motor Vehicles of their new address within 10 days. For additional information, contact the NH Dept. of Safety, Division of Motor Vehicles. A previous or current registration must be presented when renewing motor vehicle registrations at the Central Collection’s Office. In most cases the State portion of the registration fee for renewals and transfers may be paid at the Central Collection’s Office for an additional \$3.00 fee.

Vehicle Inspection: New vehicles should be inspected within 10 days of processing. Renewals should be inspected during their renewal month; however, there is a 10-day grace period into the next month.

MARRIAGE LICENSES & CIVIL UNIONS

Intentions of marriage & civil unions are filed with the City Clerk. Applicants may file intentions in one NH community and use the license in another. The cost of the license is \$50.00. If both parties are present and all the supporting documentation is in order, the license can be issued the same day the intentions are filed. Licenses must be used within ninety days of filing the intentions. Before the license is issued, birth certificates, final divorce decrees, dissolutions and death certificates must be presented, whenever applicable.

DOG LICENSES

Any dog 3 months old or older is required by NH law to have a current license. All licenses expire annually on April 30th. Owners must present a valid rabies certificate at the time of licensing. The fees are \$10.00 for a male/female or \$7.50 for a neutered male/spayed female. Any individual over the age of 65 may license one dog at the cost of \$3.00, any additional dogs being licensed will be charged at the above rate. The registration fee for dogs under seven months old is \$7.50, with proof of spaying/neutering on renewal. Failure to follow this procedure by June 1st will result in a \$1.00 penalty for each month the owner is delinquent. For additional information, please contact the Central Collection’s Office at 542-7003.

TAXES

Quarterly real estate tax bills are sent to property owners twice each year; usually in June and November. The June billing is based on the prior year's rate split in two bills due July 1 and October 1. The second billing reflects any increase for the current tax year, as the State sets the tax rate in the fall and that bill is split in half with a payment due Jan 2nd and March 31st. Property owners have 30 days in which to pay the bill. If taxes are not paid by April 15th of the next year, taxes are then prepared for a tax lien. The owner is given a 30-day notice that this action is pending. Should the property go to lien, the interest charged changes from 12% to 18% and additional costs are added. The lien is recorded at the Registry of Deeds in Newport. When taxes are paid, a lien release fee is also charged. If the taxes are not paid within two years from the date of the lien, a tax deed occurs. Again, the property owner is notified by certified mail that this action is pending. If still unpaid, the property will be deeded to the City for full and undivided ownership. A tax delinquency notice, which is a courtesy reminder letter, is also sent out each January reminding taxpayers of outstanding taxes.

WATER AND SEWER BILLING

Water and Sewer bills are sent to property owners twice each year; in February and August. Like property taxes, they are payable within 30 days. If unpaid after the due date, then shut off notices are sent.

CLAREMONT MUNICIPAL AIRPORT

The City of Claremont owns and operates the Claremont Municipal Airport located on Airport Hill. The Fire Chief serves as the Airport Director. For more information on the Airport and the services it provides, please contact Fire Chief Bryan Burr at 542-5156.

PLANNING AND DEVELOPMENT

The Planning and Development Department is located at 14 North Street. This department provides economic development services, issues building permits and has jurisdiction over all code enforcement, planning, zoning, conservation and historic applications. Hours are Monday through Friday 8:00AM - 5:00PM. The telephone number is 542-7008.

ASSESSING

The Assessing office is located in City Hall. The Assessor is responsible for overseeing and updating the grand list of all property in the City. Individual tax cards, property maps and assessments can be viewed at this office. Applications for elderly, veteran's and disability exemptions, timber forms and abatements can be found at this office. Hours are Monday through Friday from 9:00 am – 5:00 pm and they are closed from 12:30 pm to 1:30 pm for lunch. The phone number is 542-7004.

Revised 8/14/18



CLAREMONT FIRE DEPARTMENT

The Claremont Fire Department is located on Broad Street and serves the City of Claremont and its residents by providing full time emergency and non-emergency services. Emergency services provided include emergency basic life support, fire suppression, hazardous material control, and specialized rescue from vehicle, industrial and natural accidents and disasters. The non-emergency services include a progressive fire prevention and education program. Fire suppression training with portable fire extinguishers is offered to private companies, schools, and business groups. Please call 911 for emergencies and 542-5156 for non-emergencies.



CLAREMONT POLICE DEPARTMENT

The Claremont Police Department is located in the City Hall Municipal Complex. Community interaction is an important function of the Claremont Police department mission. Activities that department members engage in include sponsorship and adult leadership staffing of Law Enforcement Explorer Post #326 of the Boy Scouts of America, and a School Resource Officer program that provides a dedicated officer to the Claremont School System who, in addition to school safety issues, aids in such things as drug and alcohol abuse resistance education. Please call 911 for emergencies and 542-9538 for non-emergencies.

CLAREMONT SAVINGS BANK COMMUNITY CENTER

The Claremont Parks & Recreation Department /Claremont Savings Bank Community Center is located at 152 South Street. This facility offers a variety of recreation programs and special events. Memberships, facility rentals and program information are available online at www.claremontnh.com, go to City Departments and click on Parks & Recreation. Program information may also be found in the Department's quarterly published brochures. Brochures are distributed through the public school system and are available at the Chamber of Commerce, City Hall and the Fiske Free Library. Information can also be found on CCTV Channel 10. Activities include youth and adult sports, educational courses, year round swimming lessons, drama and art programs, seasonal special events and celebrations, summer concerts and more. Facilities include nearly 600 acres of parks & forests, recreational & athletic sports fields, outdoor quarter-mile running track, two indoor pools, gymnasium with elevated walking/jogging track, cardio fitness, classroom and two community rooms for private and public functions. For more information, please contact the Parks & Recreation office at 542-7019 or email parks&recinfo@claremontnh.com. Office hours are Monday through Friday 9:00 am to 5:00 pm, excluding holidays.



DEPARTMENT OF PUBLIC WORKS

The Department of Public Works is located at 8 Grandview Street. The telephone number is 542-7020. Hours are 7:00 am - 3:00 pm. This department provides maintenance and repair services of the City's streets, sidewalks, signs, water and sewer lines and cemeteries. The city's Water Department on Winter Street and Wastewater Treatment Facility on Plains Road are operated by Utility Partners, Inc.

The City's Transfer Station is located on 875 Washington Street (Newport Hill). Hours are Tuesdays and Saturdays 8:00 am - 4:00 pm. A Claremont Transfer Station decal is required to be on your vehicle to use the Transfer Station (decal can be picked up at City Hall's Central Collections at no cost). Claremont residents may purchase rubbish tickets for the Transfer Station during regular hours at the Central Collections Office. Tickets cannot be purchased at the Transfer Station.

FISKE FREE LIBRARY

The Fiske Free Library is located at 108 Broad Street and has been serving the citizens of Claremont since 1873. Housed in one of only nine Carnegie buildings in NH, the library collection consists of over 79,000 books, magazines, audio books, videos and newspapers. The library also offers six public access computers with a variety of software and high speed internet as well as wireless internet in the building. The library catalog and other information is available on line at www.claremontnh.com/residents/departments/library.asp. The tel. number is 542-7017. The hours are as follows:

Monday, Tuesday, Thursday: 9:00AM - 7:00 PM
Wednesday and Friday: 11:00AM - 5:00PM
Saturday: 9:00AM - 1:00PM
Sunday: CLOSED



CLAREMONT OPERA HOUSE

The Claremont Opera House is located in City Hall. Brochures are available in City Hall for the upcoming shows. For more information or to reserve tickets for shows, please call 542-4433. Office hours are Monday, Wednesday and Friday 1:00PM - 5:00PM. Additional hours may occur before a show.



CITY OF CLAREMONT WEB SITE

For a directory of personnel and information about all City Departments, please visit our Web Site at:

www.claremontnh.com