

Department Directory - City of Claremont New Hampshire

Department	Responsibility	Contact Info
Building Inspector	<p>Chief Building Inspector, 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, Guy Santagate 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, Richard Bergeron 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>

City Solicitor	<p>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</p>	<p>603-542-7026 ext. 0294 jtaylor@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, Alexander Scott 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 ascott@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	Public Works Interim Director, Scott Sweet	603-542-7020 ssweet@claremontnh.com
Tax Assessor	Assessing Technician, 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 Coiffi Maintenance of water and sewer accounts	603-504-0397 waterbilling@claremontnh.com