Page

City Of Dover, New Hampshire, Annual Report

GENERAL GOVERNMENT

Report of City Manager

Honorable Mayor, members of the City Council and Citizens of Dover, New Hampshire.

In order that you may become better acquainted with some of the activities and achievements of your local government during the past year, it is my privilege and pleasure to present to you the Annual City Report for the

Thiis report is as comprehensive as space will permit. Complete records are kept at City Hall and are available to the public. It is my hope that anyone interested will feel

free to examine these records at any time.

The department heads, city employees and the members of the City Council are all to be commended. Without their constant cooperation and hard work, our progress during 1963 would not have been possible. It is a privilege to express my appreciation for their help and to extend my deepest thanks.

Respectfully submitted, Donald E. Chick City Manager

Report of City Council

During the year 1963 the City Council participated in the following legislative sessions: Seventeen regular meetings, twelve special meetings and eight Public Hearings making a total of 37 meetings thirty seven meetings.

One of the many functions of the Council is to introduce, amend, pass or repeal ordinances and adopt resolutions. This council adopted 85 resolutions which almost doubled the 1962 figure of 48; passed 13 Ordinances and handled many petitions and communications.

In addition to the duties listed in this report, it should be mentioned that the Council gives freely of their time and effort. They are available to their constituents by phone or personal contact to listen to their suggestions and complaints, they attend various meetings and public functions. It is hoped that this report will serve to point out the fact that your City Council is a very important part of city government and is comprised of hard-working,

Report of City Clerk and Purchasing Agent

I herewith submit the report of the City Clerk and Purchasing Agent for the year 1963, divided into five intra-departmental agencies, namely: Council Activities, Elections, Admininstration and Revenues, Vital Statistics and Purchasing.

ADMINISTRATION AND REVENUES

The operation of the City Clerk's office during the year 1963 entailed the customary check of all records, issuance of a large number of certificates, recording Uniform Commercial Code Statements and all Vital Statistics. The following is a computation and summary of money collected for licenses, permits, certificates and various

regal documents.		
Dog Licenses		\$ 2,309.00
Taxi Licenses		500.00
Plumbing Licenses		462.55
Marriage Licenses		609.00
Pinball Licenses		75.00
Pool & Billiard		70.00
Auditorium Rental		1,630.00
U.C.C. Fees		3,907.05
Bowling Alley Permits		100.00
Birth Certificates		410.00
Marriage Certificates		82.00
Death Certificates		441.00
Miscellaneous		206.50
Election Fees		60.00
Total		\$10,862.10
VITAL STATISTICS	1963	1962

Total		\$10,8
VITAL STATISTICS	1963	1962
Births	609	534
Marriages	227	203
Deaths	268	282
Deaths	208	282

ELECTIONS

There were two elections held in 1963.

SPECIAL ELECTION to replace Patrick N.H. O'York as Representative to the General Court (Vacancy due to his death) His replacement was Ernest Hemon. Municipal Election . . . Held November 5, 1963

Total votes cast, 4,321 PURCHASING

The Purchasing Department conducts centralized purchasing for common supplies and processes and reviews specifications, requisitions and bids. The practice of competitive bidding and centralized purchasing results in great savings to the City.

Report of District Court

A total of 1004 cases were disposed of during the year by the court. This represents a drop of 220 cases from the previous year when 1224 cases were handled. Motor Vehicle violations totaling 693 accounted for

the major portion of cases heard in court. A total of \$18,717 was received during the year for all fines collected. Of this amount \$9683.80 was turned over to the state Motor Vehicle Department as their share of fines collected and \$8741.46 retained by the city. The State Safety Services Division received \$25.50 as their

share of fines collected during the year. Beginning Septemer 1, 1963 the formubla changed regarding the state's and city's share of fines. In previous years the city retained the first \$5.00 of a fine involving state motor vehicle violations plus 5% of the remainder. Under the new formula, the city retains the first \$10.00 plus 20% of the remainder as their share of state motor vehicle violation fines.

Two Hunderd and Three Small Claims were processed during the year.

Juvenile cases numbered 72, an increase of 20 over the previous year.

Report of Cemetery Dept.

The following statistics were compiled by the partment for the year 1963:	is de-
Interments	132
Entombments	5
Foundations poured & Monuments Set	36
Foundations poured & Markers Set	33
Single-grave lots sold	2
Two-grave lots sold	14
Three-grave lots sold	3
Four-grave lots sold	3
Six-grave lots sold	8
Twelve-grave lots sold	1

In the area of maintenance, a never ending task, two avenues were graded and surfaced with asphalt while four others were patched and sealcoated. The office was painted and new toilet facilities installed. A new drying room for the greens was established and two new heating Lystems put into use. The trim on the Chapel, Tomb, and the lower well-house was also painted.

Mowing was carried on as usual, in all three cemeterys, (Pine Hill, Waldron, and Roberts) beginning in early spring and terminating with the first snow-fall in November.

Vandalism, always tragic, wasteful and completely lacking in human decency, reared its ugly head again this year. Several monuments were over-turned and damaged and had to be righted and repaired. Here it must be reiterated that flagrant transgression against individual and public sanctity creates nothing but consternation and distress in the hearts and minds of all respectable men

This department became one of the very few in this istate to procure and utilize a defroster for use in the popening of graves during the winter months. The device was very successful and yeilded considerable savings. The cooperative efforts of the Trustees and the Public

Works Department were, as always, gratefully received.

Report of Auditor

DIVISION OF MUNICIPAL ACCOUNTING STATE TAX COMMISSION Concord, New Hampshire

July 21, 1964

This is to certify that we have examined and audited the accounts and records of the City of Dover for the fiscal year ended December 31, 1963. In our opinion, the Exhibits included herewith reflect the true financial condition of the City on December 31, 1963, together with the results of operations for the fiscal year ended on that date.

> Respectfully submitted, Harold G. Fowler Director DIVISION OF MUNICIPAL ACCOUNTING STATE TAX COMMISSION

O. Maurice Oleson Auditors Lionel J. DeGrace Frederick E. Laplante) Laurence M. Bean, Accountant

Balance Sheet

EXHIBIT A-1 CITY OF DOVER, N.H. COMPARATIVE BALANCE SHEETS - COMBINED FUNDS As of December 31, 1962 and December 31, 1963

ASSETS

(Revised)

1962

DECEMBER 31,

1963

	1702	
Cash on Hand and In Banks		1000
Petty Cash	\$ 380.00	\$ 380.00
General Fund	223,676.68	3,567.47
Due From Earmarked		
Funds	433.14	451.26
Payroll Account	223.21	223.21
School Account	4,907.00	10,731.60
Bond Account	12,969.04	12,767.50
	\$242,589.07	\$ 28,121.04
Accounts Receivable::		
City		\$ 14,761.08
School		25,501.37
Mill		12,286.65
Cemetery		682.55
Water		23,610.40
	\$ 51,239.69	\$ 76,842.05
Uncollected Taxes:		
Prior Years	28,300.95	29,825.46
Current Year	\$288,893.59	\$282,155.34
	\$317,194.54	\$311,980.80
Unredeemed Taxes: Uncollected Head Taxes:	\$ 18,868.98	\$ 18,990.75
Curren Year		\$18,555.00
Prepaid Workmen's Com- pensation Insurance	\$ 2,298.13	\$ 2,985.26
Total Assets	\$632,190.41	\$457,474.90

LIABILITIES

(Revised) DECEMBER 31, 1962

Accounts Payable and Encumbrances:

City Activities \$ 67,636.37 \$ 73,632.74 4 47,884.10 63,147.98 School

Water Pacific Mills	9,112.21 4,716.88	26,209.88 4,339.58
Cemetery	651.37	1,059.08
	\$130,000.93	\$168,389.26
Employees' Deductions		
Payable	\$39,847.67	\$ 48,536.10
Matured Bonds and Coupons		
Not Presented	\$ 15,300.25	\$ 16,083.75
Due to State of New Hamps	shire:	
Head Taxes — Uncollected	\$	\$ 18,555.00
Head Taxes — Collected	1,580.40	5,034.00
Yield Taxes	254.01	206.23
	\$ 1,834.41	\$ 23,795.23
Tax Anticipation — Notes		
Outstanding	\$300,000.00	
Reserves:		
Uncollected Taxes —	ST DEVELOPES	* *****
Prior Years	\$ 27,275.08	\$ 28,797.36
Unredeemed Taxes	5,894.77	5,894.77
Old Check Cancelled	32.97	32.97
	\$ 33,202.82	\$ 34,725.10
Fund Balances:		
General Fund	\$166,962.47	\$206,009.19
Water Fund	4,502.79	9,156.01
Mill Fund	(22,156.70)	(21,915.51)
Hospital	(37,304.23)	(27,304.23)
Net Surplus —		
Combined Funds	\$112,004.33	\$165,945.46

Total Liabilities		
and Surplus \$6	32,190.41	\$457,474.90
EXHIBIT A-	2	
CITY OF DOVE	NH	
ANALYSIS OF CHANGE IN GET		CHERTIE
Fiscal Year Ended Dece		
General Fund Surplus	mber 31, 17	03
December 31, 1963 \$	206,009.19	
General Fund Surplus	200,007.17	
December 31, 1962	166,962.47	
The state of the s	The state of the s	
Increase in General		
Fund Surplus		\$39,046.7
ANALYSIS OF C	HANGE	
Increases:	HANGE	
	53,450.94	
Net School Budget Surplus	2,249.32	
Net Tax Collector's Adjustments	1,446.28	
Yield Tax Adjustments	7.96	
Accounts Payable Adjustments	1,776.02	
1962 Accounts Receivable	100 5000	
Adjustment	785.99	
-		
		\$59,716.5
Decreases:		
1961 Adjustment		
Railroad Tax \$	1,319.73	
Accounts Receivable Adjustment		
Surplus Used to Reduce		

18,882.00

\$20,669.79

\$39,046.72

EXHIBIT A-5 CITY OF DOVER, N.H. COMPARATIVE STATEMENT OF APPROPRIATIONS AND EXPENDITURES Fiscal Year Ended December 31, 1963

Tax Rate

Net Increase

	Appropriations	Appropriat Transfe		Total Amount Available	Net Expenditures & Encumbrances	Bala	
General Government:	Abbiobiliquous	Transfe	13	Available	Liteombrances	Onexpended	Overdram
City Council	\$ 5,100.00	\$	\$		\$	\$	5
Annual Audit	3,700.00	The last					AND THE REAL PROPERTY.
Industrial Development	5,000.00			22,795.00	13,513.69	9,281.31	
Contingency Fund	10,000.00	-1,005.00			10,010.07		
City Clerk's Office	19,865.80	And The second		19,865.80	18,759.99	1,105.81	
Executive Department	21,476.40			21,476.40	21.547.06	1,100.01	70.66
City Building Operation	27,796.35			27,796.35	27,195.63	600.72	70.00
Civic Promotion	3,719.00			3,719.00	3,746.83	000.72	27.83
Civil Defense	3,800.00			3,800.00	3,575.05	224.95	27.00
Treasurer's Office	15,545.73			15,545.73	15,344.84	200.89	
Insurance and Retirement	42,139.00			42,139.00	42,469.66	200.07	220 44
Collector's Office	7,000.00			7,000.00			330.66
Appraisers' Office	17,733.00			17,733.00	7,108.93	4 102 00	108.93
		500.00			11,629.08	6,103.92	
City Attorney's Office	4,150.00	+ 500.00		4,650.00	4,589.14	60.86	
Planning Office	15,587.00			15,587.00	14,205.58	1,381.42	
Re-evaluation	13,000.00			13,000.00	13,000.00		
ublic Safety:	7 500 00			7 500 00	7 500 50		No control
Municipal Court	7,500.00			7,500.00	7,500.13		.13
Fire Department	97,573.21			97,573.21	99,348.55		1,775.34
Street Lighting	62,000.00			52,000.00	61,009.06	990.94	
Police Department	160,313.47			50,313.47	159,816.51	496.96	
ublic Works	366,963.37		30	66,963.37	363,589.93	3,373.44	
ublic Health:							
Health Department	4,993.13			4,993.13	4,964.82	28.31	
District Nursing	2,000.00			2,000.00	2,000.00		
Velfare:						The second second	
Welfare Department	39,180.80			39,180.80	41,979.72		2,798.92
Old Age Assistance	23,000.00		3	23,000.00	25,454.42		2,454.42
arks and Recreation:							
Recreation Program	19,675.75	+ 255.00	1	9,930.75	18,171.58	1,759.17	
Maintenance of Parks	31,689.64	+ 250.00		31,939.64	31,984.61	** Control of the second	44.97
Recreation Center	10,535.00	The state of		0,535.00	9,933.55	601.45	
ublic Library	41,535.42			11,535.42	38,674.71	2,860.71	
apital Outlay:	A SPECIAL FAIR				22621 2016 1		
Collector's Office	200.00			200.00	208.75		8.75
Fire Department	4,795.00	17 17		4,795.00	4,420.27	374.73	and the same
Police Department	3,780.00			3,780.00	3,775.00	5.00	
Department of Public Works	24,062.00			4,062.00	24,062.00	5.00	
Recreation Center	6,190,00		W. TI	6,190.00	6,100.45	89.55	
Library	3,000.00			3,000.00	3,275.70	07.55	275.70
nterest:	2,000.00			0,000.00	0,270.70		2/3./0
Temporary Loans	25,000.00			5,000.00	15,520.78	9,479.22	
Bonded Debt	44,675.58				44,675.58	7,4/7.22	
ayment on Bonded Debt	127,703.00			7 703 00			
emeteries	8,652.24		12	7,703.00	127,703.00	214204	
ounty Tax				8,652.24	6,489.18	2,163.06	
chool Department	97,064.47			7,064.47	97,064.47		
	1,065,489.00		1,00	55,489.00	1,065,489.00		
lospital Contingency	10,000,00			0.000.00	10.000.00		
Appropriation	10,000.00			0,000.00	10,000.00		
Overlay	22,290.05		-	22,290.05	22,290.05		
	\$2,525,473.41		\$2.52	5,473.41	\$2,492,187.30	\$41,182.42	\$7,896.31

EXHIBIT A-6 2,100.00 2,248.30 CITY OF DOVER, N.H. COMPARATIVE STATEMENT OF ESTIMATED AND ACTUAL REVENUES Fiscal Year Ended December 31, 1963 Excess Deficit

	Estimorea	Actual	EXCUSS	Deticit
City Clerk:				
Dog Licenses	\$ 1,700.00	\$ 1,733.04	\$ 33.04	\$
Other Licenses	1,155.00	1,414.05	259.05	
Registration and				
Recording Fees	4,725.00	5,581.05	856.05	
Rentals	1,320.00	1,638.75	318.75	
Parking Meter Receipts	8,900.00	*)10,390.36	1,490.36	
Parking Lot Bond				
Retirement	4,000.00	4,000.00		
Water Pollution Aid	51,465.08	51,465.08		
Sewer Bond Reimbursements	7,000.00	7,000.00		
Miscellaneous Revenue		THE PERSON		
(Treasurer)	5,800.00	5,800.00		
Interest and Dividends Tax	28,631.61	28,812.83	181.22	
Railread Tax	5,000.00	5,000.00		
Savings Bank Tax	22,158.11	22,158.11		
Surplus Used To	CONTRACTOR OF THE PARTY OF THE	AND DESCRIPTION OF		
Reduce Tax Rate	18,882.00	18,882.00		
Municipal Court	7,500.00	7,500.00		
Building Permits	2,000.00	3,066.00	1,066.00	
Head Tax Reimbursements	250.00	200.35	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	49.65
Interest on Taxes	5,500.00	6,457.22	957.22	1000000
Head Tax Commissions	4,500.00	3,920.85	1 1 1 1 1 1 1	579.15
Motor Vehicle Permits	119,000.00	125,815.33	6,815.33	
Payment in Lieu of Taxes	5,000.00	6,468.07	1,468.07	
Miscellaneous Income	2,500,00	(107.22)	1,100.07	107.22
Cost and Feet	1,000.00	1,449,92	449.92	100,000
Departmental Revenues:	.,500.00	No.	A PROPERTY OF	
ar who was a continuous and a state of the first				

5 950.00

5,604.00

755.00

Library	1,500.00	1,567.49	67.49	
Recreation	1,715.00	1,728.46	13.46	
Tax Committed in Excess		NAME OF TAXABLE PARTY.		
of Budgetary Requirements		24.31	24.31	
Added Taxes		7,304.50	7,304.50	
Yield Tax Commission		932.10	932.10	
	4001 051 00	40.41.414.40	****	40 1010
	\$321,251.80	\$341,416.63	\$22,040.17	\$2,475.3
(*) Total Parking Me	eter Receipts		\$19,934.8	
Less: Parking Meter	Expenditures		9,544.4	5
Net Parking Me	ter Pevenue		\$10,390.36	
THE FURNIS ME	in iteration		\$10,070.00	

EXHIBIT A-7 CITY OF DOVER, N.H.

Budget Summary Fiscal Year Ended December 31, 1963

Unexpended Balances \$ 41,182.42 of Appropriations Overdrafts of Appropriations 7,896.31 Net Unexpended Balance of Appropriations Actual Revenues

\$33,286.11 \$341,416.63 **Estimated Revenues** 321,251.80 Revenue Surplus \$20,164.83

Net Budget Surplus \$53,450.94

Report Public Library

CIRCULATION

Adult Non-Fiction	33,13	9	
Adult Fiction	29,33		
A STATE OF THE PARTY OF THE PAR	-	62,470	
Juvenile Library Circ.	50,15		
Juvenile School Deposit	12,73		
		62,894	
Total		125,364	
This is a gain in Adult Roo	om of	5,782	
This is a gain in Children		of 2,352	
Total gain		8,134	
	Adult	Juvenile	Total
Number of Books in Library	0.000	2	-
January 1, 1963	64,929	7,303	72,232
Number of Books added in 1963	1,481	927	2,408
Totals	66,410	8,230	74,640
Number of Books discarded			
in 1963	503	431	934
Number of Books in Library	happing to		
December 31, 1963	65,907	7,799	73,706
Questions answered Adult a Questions requiring more th	nd Childr	ren's Room	, 3,468.
min to the second secon	Adult	Juvenile	Total
Registrations 1963	2,291	1,643	3,934

How many Dover people use the facilities of their Public Library? Re-registration of borrowers began June 17 when 10,400 had registered in 8 years. In a little over six months more than 3,500 different people have reregistered to borrow books for home use. In addition many use the facilities of the Library for reference or for browsing and reading.

201

Number of Records in Library

Circulation 1963

The steady increase in the circulation of books in both Adult and Children's Rooms proves that our many borrowers are using the books and magazines to advantage. All Adult Circulation records were broken on January 2-418, the week of October 14-1503 and in the month of October with 6,072. Highs in the Children's Room were on January 2 with 371 and the week of February 4 when there was a circulation of 1,459.

The Reference Questions were also more in numbers and even more varied than previously. These are a few samples: "How do you remove old paint from a boat?" "Who is in charge of the Unknown Soldier's grave?" "Who built the Sawyer mansion and who first lived there?" How do you make a wooden colonial lamp?"

ADULT SERVICES

During National Library Week 85 books were on display. Requests were accepted for more than half the books in the exhibit. The most popular ones were mystery stories. Displays were arranged in the windows of the Morrison Insurance Agency and the Allied Gas Company. Mrs. Weeks spoke to the Woman's, Union at the First Parish Schurch and the Librarian talked to the Rotary and Exchange Clubs on the Library and its use and to the Northam Colonists on Library Treasures.

On November 11 Mrs. Grimes, Secretary of the Board of Trustees, and the Librarian broadcast on "Inside City

The Literature Department of the Woman's Club met in the Lecture Hall. Mrs. Weeks talked about new books and the Librarian spoke briefly on highlights in the history of the Library and gave current statistics and information on the use of the Library. There were displays on Music, Art, Crafts and Antiques as well as Children's Books. Lists of the books on display were given to the members.

Catholic Books Week was observed by a joint display from St. Mary's Parish Library and the Public Library. Those assisting in the arrangements were Mrs. John Durkin and Mrs. Thomas Keenan from St. Mary's Library Commit-

Some other Exhibits in the Adult Room were on Jewish Book Week, Brotherhood Week and the United Na-

To meet a request from St. Ann's Home 25 or more books, at a time, are selected and loaned to those who cannot go to the Library.

There were 151 visitors to the Historical Room. Local and New Hampshire visitors topped the list but all the New England states were well represented. People were also registered from Virginia, Pennsylvania and Ohio.

SERVICES FOR CHILDREN AND YOUTH

In January and September more than 53 boxes of children's books were selected, listed and packed and distributed to the elementary classrooms.

During Children's Book Week there was an exhibit of old children's text books, Chap and Horn books and the unusual 3 page Battledores. During the week more than

175 new books were on display. During Camp Fire Girls Week the girls themselves prepared a unique display. A gift of four divisions of Camp Fire Girls' pamphlets was made to the Library by

There were other exhibits on Highdays and Holidays, Sports, Space and Snowtime and Springtime.

There were 14 story Hours in the Lecture Hall. 5 elementary classes visited the Children's Room with their teachers as well as one group of Brownies. Mrs. Weeks made 3 visits to the Pierce School to bring the Library to

the younger children. The Library is now open at 8 A.M. as a result of conferences between the Librarian and State and Local School Officials on Library-High School Relations. This early openling makes us open 68 hours a week or more than any (Library in the State. A teacher is now on monitor duty lin the Reference Room of the Library during school hours.

10 classes of Dover High School students, accompanied by their teachers, were given instruction by the Librarian and Mrs. Shirley in the use of the catalog, how to find books and in Reference Room information. They were also shown our famous Historical Room where they saw some

A High School teacher brought her 4 classes to the Reference Room where she showed them particular books they would need in her classes.

In December the Librarian and Assistant Librarian visited all 7th and 8th grades and distributed lists of suitable new books.

RECREATION **EDUCATION AND**

School Department

SCHOOL ENROLLMENT

The Dover Public Schools had an attendance of 3702 students on the first day of school in September, 1963. This represents an increase of 471 over last year's figures of 3231. Of the additional 471 students, 125 are secondary pupils and 259 are elementary. Our school enrollment figures on opening day for the past five years is as

	1959	1960	1961	1962	1963
Dover High School	1048	1002	1026	1041	1166
Woodman Park	966	953	976	1007	863
Horne Street	608	615	630	627	679
Sawyer	205	206	235	216	232
Pierce	130	138	117	111	138
Ida B. Hanson	99	134	118	108	
Hanson Extension at					
City Hall		27	24		
Hale		The state of		105	102
Armory				16	
Garrison					522
	3056	3075	3126	3231	3702

GARRISON SCHOOL

.The Garrison School was dedicated on August 29, 1963. and opened its doors on September 4 to 493 pupils. It was necessary, however, to add another teacher and class within a two week period so that 519 students and 17 classroom teachers occupy the building. Mr. Paul Spilios was selected to be principal of this fine new building. The joint Building Committee, with Mr. Ernest Christensen as Chairman, is to be commended for the fine manner in which the construction project was administered. Other members of the Committee were Ambrose Breen, Vice-Chairman, John F. Kenney, Secretary, Edmund Charest, Agnes McLaughlin, and Sidney Peterman.

The addition of this fine educational facility to our school system was a timely one, and alleviated greatly the overtaxed facilities of Woodman Park School. The Ida B. Hanson School was turned over to the Dover High School as an annex relieving the crowded secondary school situation. The Hale School was again pressed into service, and we are again appreciative of the cooperation of Reverend Francis Hogan of St. Joseph's Parish, for the use of the school building.

HEALTH SERVICES

The Dover School Department has a health service program comprised of two full time nurses and a half time nurse. This staff with the cooperation of the Dover Medical and Dover Dental Societies give health appraisals to all pupils in grades one, four, seven, and ten in all public and parochial schools — 1421 students.

During the past year, the nurses have provided the fol-

- 1. A total of 4973 students were given vision tests. 2. A total of 2184 students were given hearing
- 3. A total of 9189 students were weighed and measured.
- 4. A total of 4361 students were given scalp infestation examinations.
- 5. A total of 2916 students received first aid.
- 6. A total of 294 students received posture evalua-
- 7. A total of 1020 home contacts were made. 8. A total of 368 cases of communicative diseases de-

tected and reported. As a result of the constant health vigil maintanned by our nurses, 438 pupils were seen or treated by the family physician and 141 students were treated as the result of medical examinations by the Dover Medical Society clinics. The Dover Dental Society treated 45 children as the result

SPECIAL EDUCATION

of examinations at the clinics.

The Dover School Department subscribes to the philosophy of the inalienable right of every youngster, the exceptional as well as the gifted, to an education. There are two classes of special education involving educable pupils in operation at this time. These classes appear at the elementary level and have been effectively operated to the betterment of the individuals involved as the entire school system. Such classes should be instituted at the secondary level in the near future.

SUMMER SCHOOL

The Dover School Department conducted its first summer school program and declared it an unqualified success. Courses in Primary Reading I and II, Intermediate Reading, Developmental Reading, Remedial Reading, Upper Elementary Arithmetic, Intermediate Arithmetic I and II, and Remedial Arithmetic, were offered at the elementary level, and English, Creative Writing, U. S. History, Algebra, land Personal Typing at the secondary level.

The summer school was self-sustaining, and accommodated 188 students under the tutelage of 11 teachers.

ADVANCED STUDIES PRORAM

More than 100 college bound Dover High School students are being prepared in a unique way for their future edukation by having them meet once a week with University of New Hampshire professors in English and Physics. This is an effort to give more attention to these students who show superior ability in certain areas.

The Dover Rotary Club in conjunction with the Spauldinng-Potter Charitable Trust made available \$2800.00 last year to upgrade our curriculum in English, Chemistry and Mathematics.

ADULT EDUCATION

The Adult Education Program, in its 17th year of opteration, continues to meet the needs of the citizens of Dover. Some 16 classes with a total enrollment of 255 adult students meet two hours each week for a period of ten weeks under the supervision of Mr. George Kay, the Assistant of Dover High School. Courses are offered in the follow-

ing fields of interests: Arts and Crafts Home Cake Decorating Ceramics Home Owners Woodworking Dressmaking - Beginners Matehmatics Dressmaking - Intermediate Personal Grooming Dressmaking - Advanced Personal Typing Furniture Repair Rug-making, beginners and High School Equivalency advanced

Diploma Interior Decorating Two federally subsidised special adult programs, Machine Design and Apprenticeship Carpentry are being supervised by Mr. Joseph Herlihy at the Davis Vocational School. Machine Design is a National Defense Education

project and has been in operation four years. During this period of time, \$50,000 worth of equipment has been received by the Dover School Department for use during the day school as well.

DEPARTMENT HEADS

Over the years the various departments at Dover High School, with the exception of English and Vocational, have operated in curriculum committees with ratating

This year permanent department heads were assigned in order to give better direction to our educational program. Following is a list of our department heads.

Tonoving is a hist of oor dop	WITHOUT HOWARD
Miss Mary Reilly	English
Miss Mary Murphy	Commerce
Miss Catherine Minehan	Social Studies
Mrs. Mary Tighe	Mathematics
Mr. Joseph Kasura	Science
Miss Anna Buckley	Foreign Language
AND THE PROPERTY OF THE PARTY O	

TRANSPORTATION

Of the more than five thousand school children attending all Dover Schools, 2202 are being transported daily to and from school in seventeen city owned and operated busses. Of the total number of students transported, 1786 are elementary and 416 are secondary students. This entire operation involves 780 miles per day for 180 school days or 140,400 miles per school year. Following is a list of the make and year of our fleet:

No. 2 International - 1962 No. 11 Checrolet - 1956 No. 12 International - 1955 No. 3 Ford - 1961 No. 4 Ford - 1961 No. 13 International - 1955 No. 14 GMC - 1954 No. 5 Ford - 1961

No. 6 International - 1959 No. 15 GMC - 1954 No. 7 International - 1959 No. 16 Mack - 1954 No. 8 GMC - 1957 No. 17 GMC - 1951 No. 9 GMC - 1957

No. 1 International - 1962 No. 10 GMC - 1957

It should be noted that no new busses were purchased this year, which makes it more imperative that we give serious consideration for the purchasing of four new busses in our 1964 budget. It is recommended that one GMC -1951, two GMC's 1954, and one Ford - 1946 busses be retired from daily operation and be replaced for reasons of safety, efficient and economic operation.

Mr. Maurice Myers, Transportation Director, and Mr. Robert Cheney, Mechanic, are to be highly commmended for their efficient operation and maintenance of our fleet of busses.

HOT LUNCH PROGRAM

The Dover Lunch Program, under Mr. James Appleby's able direction, continues to operate in a most efficent manner and can be proud of its progressive record. The School Lunch Program is maily concerned with the health of the children. All requirements by the United States Department of Agriculture for a type "A" meal are included daily. The Federal Government donates many food products which enables this department to operate as well as it does. Such items as flour, rice, corn meal, rolled wheat, peaches, apricots, applesauce, tomatoes, corn, string beans, pounds and pounds of turkey, cut-up chicken, and ground beef.

The following figures encompass the calendar year January through December, 1963:

Total meals served in 179 days Complete meals served the needy children 8,367 meals Daily average meals served 1,266 students Milk served with meals 202,705 bottles 445,705 bottles Recess and cold lunch milk Free Milk

State Department figures released recently placed Dover as the seventh largest school lunch operation in the State with daily serving of 1266 students.

BUILDING IMPROVEMENT - MAINTENANCE

The School Department is responsible for maintaining nine school buildings. These buildings involve 237 spaces comprising classrooms, corridors, special rooms, gymnasiums, lavatories and storage rooms that require not only daily cleaning, but weekly "field days" as well as the regular summer cleaning, painting, and repair operaition. The custodial staff is to be commended for the part they play in our educational system by providing a clean and healthy atmosphere in which our students and teachers

The following is a list of the major accomplishments which represent care and consideration of an expensive investment in our educational plant.

- 1. A new roof was installed at Pierce School
- 2. Exterior renovation of the Sawyer School a. New gutters on roof b. New roof covering
- c. New windows and sashes d. New front and back doors e. All exterior woodwork painted
- f. renovated the cafeteria 3. Installed new hard-top sidewalk at Dover High
- 4. Installed new drainage system around High
- Installed new stage curtains at Dover High
- Waterproofed the Woodman Park School Caulked and painted all metal windows at Wood-
- man Park School Installed new window shades at Woodman Park
- School 9. Painted seven classrooms and all interior fire
- doors at Woodman Park School 10. Provided new overhead "up-swing" basketball backstops at Woodman Park School
- 11. Converted the heating system at Ida B. Hanson from coal to oil
- Installed new sidewalks at Ida B. Hanson School 13. Painted all exterior woodwork at Davis Vocational School which included windows, doors, and facia
- 14. Purchased approximately 1500 bleacher seats at Bellamy Football Field
- Corrected drainage problem at Horne Street School

GOVERNMENT SURPLUS

For approximately twenty-two years, the Federal Government has been donating surplus materials to the public schools of this country.

The Dover School Department has participated in this program since it was instituted twenty-two years ago. Since 1955, 1283 different items worth \$111,000 have been obtained, ranging from four tons of paper to automatic equipment, tools, cafeteria, equipment, officer furniture and files, a school bus, sheets of stainless steel at an expense of \$5,378. Of exceptional value to the Department during

Athletic Equipment Shop Math Books One Chain Hoist Bolts of Cotton, Dacron, and Nylon Cloth A thirty-One quart Stainless

Steel Container

Metal Baking Pans Desk and Table Chevrolet Sedan - 1957 model White Model "A" Engine Twenty Snow Tires for busses Twenty Steel Files Sheet Metal Forming Machine Three Bolts of Mohair Cloth Seven Pairs Cross Country Skis Mobile Home Trailer

Vegetable Slicer In addition to these special items, numerous smaller items such as metal supplies for the school shops; oil, wire, drills, and reamers.

The Dover School Department through its participation, coordinated by Bernard Smith, has obtained over 125 different items through the New Hampshire Distributing Agency at Concord. The total value of these items is estimated to be \$21,000, and have cost the School Department close to four per cent (4%) or about \$850.

Wentworth-Douglass City Hospital

WENTWORTH-DOVER CITY HOSPITAL BALANCE SHEET As at December 31, 1963

GENERAL FUND ASSETS

Current Assets:		
Cash in Bank and on Ha	nd	\$13,304.71
Account Receivable	\$174,966.93	
Less: Reserve for		
Doubtful Accounts	28,255.80	

146,711.13 27,340.19 Inventories - (See Text) 3,070.67 Prepaid Insurance

Total Genearl Fund Assets \$ 190,426.70

LIABILITIES AND FUND BALANCE

Current Liabilities:			
Accounts Payable	\$ 23,343.34		
Accrued Expenses	3,,260.70		
Accrued Payroll	7,700.64		
Due City of Dover	27,304.23		
Free Bed Income Unused	8,430.98		
	THE RESERVE OF THE PARTY OF THE		70 000 00
Total Current Liabilitie	5	3	70,039.89
Balance			120,386.81
Total General Fund Lic	hillita	1 /5	
and Fund Balance	pilities	\$	190,426.70
TRUST FUND	- (See Exhibit	C)	
Assets	\$ 279,255.04		
Principal		\$	279,255.04
	- (See Exhibit	D)	
Assets	\$1,137,489.97		
Principal		\$1	,137,489.97

WENTWORTH-DOVER CITY HOSPITAL

COMPARATIVE STATEMENT OF INCOME AND EXPENSES For the Year's Ended December 31, 1962 and 1963

	DECEMBER 91			
	1962	1963		
Patient Income Less: Free Service and	\$765,945.59	\$860,901.93		
Blue Cross Discounts Allowance for	27,090.16	33,606.13		
Doubtful Accounts	38,523.10	43,544.63		
	\$ 65,613.26	\$ 77,150.76		
Net Patient Income	\$700,332.33	\$783,751.17		
Complete European Cabad	ula B.1			

Operating Expenses — Schedule	0-1	
Administration	\$ 99,232.16	\$108,841.53
Dietary	72,175.23	77,068.05
Housekeeping	34,012.59	29,087.88
Laundry and Linen	22,508.30	26,028.90
Nurses' Home	3,100.24	4,807.71
Plant Operation —		
Repairs and Maintenance	74,925.85	75,999.44
Nursing Service	193,321.24	205,097.21
Medical, Surgical		
and Pharmacy	45,657.00	52,240.09
Medical Records and Library	8,716.17	10,280.77
Operating and Delivery Room	ns	
and Anesthesiology	37,166.18	55,289.50
Radiology	36,072.04	50,811.25
Laboratory	47,755.61	58,767.48
Electric Cardiogram	3,759.90	5,098.36
Recovery Room	3,396.42	3,352.94
Central Supply	10,823.20	12,386.49
Emergency Room	1,830.00	2,393.06
Physical Therapy	1,420.75	7,943.90
Total Operating	The State of the S	
Expenses	\$695,872.88	\$785,494.56
	(4,459.45)	(1,743.39)
Other Income		
Appropriation -		
City of Dover	\$ 24,000.00	\$ 10,000.00
Bad Debts Recovered	18,158.26	18,119.57
Staff Meals, Rooms		
and Laundry	7,514.70	6,363.60
Rental Doctor's Offices	3,310.17	4,791.05
Purchase Discounts	1,656.08	1,922.56
Telephone	132.22	8 2 0 0 05
Miscellaneous (Note)	19,770.00	9,164.42

Capital Outlay Depreciation - Buildings 15,000.00 36,000.00 and Equipment **Total Capital Outlay** \$ 46,537.85 \$ 43,702.35 and Depreciation

Total Other Income

and Depreciation

Excess of Income Over

Expenses - (See Text)

Net Profit Before Capital Outlay

\$ 74,541.43 \$ 50,361.20

\$ 79,000.88 \$ 48,617.81

\$ 32,463.03 \$ 4,915.46

7,702.35

31,537.85

(Note) Miscellaneous income was used to purchas tehe following equipment: \$19,504.80 X-Ray Equipment 1,172.64 Laboratory Equipment

Other Equipment 510.00 \$21,187.44 6,140.75

Fifty families were granted direct relief during the year of 1963, and this represented one hundred ninety-two persons. Eighteen single persons were assisted and there were fifteen adults who received board and care. Three adults required extra nursing care. Board and care was granted nineteen minors and one minor required extra nursing care.

Salaries

Report of Health Dept.

The Dover Health Department has been active in promoting sanitation in the best interest and health of the community. In this respect, emphasis has been placed on the sanitary production and distribution of food in Dover. The grocery stores, and eating establishments were inspected periodically during the year, and recommendations were made pertaining to sanitation and public health. It is my opinion that the overall sanitary conditions of restaurants in the city are considerably improved. The State Board of Health has given Dover a clean record pertaining to its eating places.

Special emphasis was also given to the handling and distribution of milk, and milk products, because of their importance to the health of the community. Inspections were made and samples taken at all dairy farms, to learn if the bacteria contents of milk was at a minimum to comply with state regulations. Pasteurization, and ice cream plants, also came under these inspections. The quality of milk samples taken in analysis was very satisfactory. The N.H. Department of Health, Bureau of Food & Chemistry reports that farmers in this area producing milk for retail were rated as good.

During the year, packaged foods sold in groceries came under a rigid inspection, not only for the correct wrapping, but for the reweighing for the right weight of the package to conform with the right prices that were marked on the package. This was done as a protection to the buyer, and also looking for any possible damaged package.

From the health standpoint in Dover, physicians that requested Gamma Globulin, the State Board of Health has been very cooperative.

GENERAL SANITATION NO	of INSPECTION
Eating Establishments	282
Grocery Stores	141
Public Buildings	37
Bakeries	21
Water Samples	114
Nuisance Complaints	194
Rat Control	11
MILK	561
Dairy Farms	33
Milk Plants	14
Ice Cream Plants	19
Milk Samples	153
COMMUNICABLE DISEASE	
Chicken Pox	17
Scarlet Fever	9
German Measles	23
Infectious Hepatitis	94
Dog Bite	12
FOSTER HOMES	
Investigations	7
License Granted	6
WEIGHTS & MEASURES	
Scales, tested and sealed	312
Gas pumps, tested and sealed	134
Fuel trucks, tested and sealed (by the	
Milk Licenses	\$ 96.00
Restaurant Licenses	\$1,147.50
1 Trailer Park permit transfer	\$ 5.00
Weights & Measures	\$ 375.75
Septic Tank Inspections	\$ 510.00 \$ 100.00
Trailer Park (4) \$25.00 fee Individual Trailers	\$ 5.00 \$ 375.75 \$ 510.00 \$ 100.00 \$ 100.00
	\$ 26.50
Stamping of Vaccination Certificates All monies collected are turned into	Committee of the Commit
All monies collected are furned into	me city frequire

Water Department

To continue serving the City of Dover with a good supply of potable water, several valuable additions to equipment were purchased during 1963.

 A new Inserting Gate Valve, Tapping Machine now makes it possible to insert a gate valve in a water main without having to disrupt water service.

2. A Wacco Power Wench — A tool used in easier operation of a gate valve and creating a better closing action on the gate.

The owner of Willand Pond — New Well — was re-

The pump at Willand Pond — New Well — was replaced with a new one, which increased the pressure from

56 pounds to 100 pounds P.S.I.
660' 6" Cement Asbestos Pipe was added to the system by the Fischer Homes, Inc. at their development at Applevale.

Two surplus wells were purchased from the Government Service Administration. They are gravel packed wells located at Pudding Hill. This entailed an extension of the 8" main from the Durham Road to the Well site. With the intention of building a Well House over one of the wells and the installation of pumping equipment in September 1964 the capacity of this well should be approximately 1 M.G.P.D.

MAINTENANCE

Office.

Repaired 2 broken hydrants — Sawyers Bridge — Birch Drive.

Repaired water main on Sonnet Street and bridge at Sawyers.

METER DEPARTMENT

Meters read semi-annually	5000
Meters removed	160
Meters installed	24
Meters repaired	2:
Meters re-set	20
Meters re-read	18
Meters Removed for test	
Leaky meters	6
Frozen meters	1:
Final readings	233
SERVICE DEPARTMENT	
VERT TO SELECTION OF SELECTION	

Services renewed Services water turned on

Services repaired

New Services Completed

Services water turned of	113
OUTSIDE WORK ORDERS	
Applevale Somersworth	6" main tap

WATER COSHMPTION

Sanbornville

MAILE COSONII HON		
Barbadoes Well	353,828,820	Gallons
Smith Well	130,780,000	Gallons
Willand Well	104,978,350	Gallons
R. B. Ireland	73,424,320	Gallons
Cote Well	2,398,380	Gallons

665,409,870

69

148

6" main tap

PUBLIC WORKS

Highway Dept.

During the winter months of 1963 there were seven major snowstorms which required the application of 1200 tons of salt and 150 cubic yards of sand on the roads within the City. The department's crews were supplemented with extra men and equipment to plow and remove the snow from the streets and sidewalks throughout the City.

STREET MAINTENANCE

Under this program, a total of 1200 tons of patch was used on the City streets. It should be noted that during this year hot top was used for patching for better than 80% of the time and the results showed a better patching program. The spring of 1963 found many miles of streets in a very serious condition, breaking up, pavement failures, poor water drainage and, therefore a concentrated effort was made to bring these streets back to a better standard. This program consisted of seal coating and, in some cases, reshaping the roads, and required the application of 169,000 gallons of liquid asphalt with a sand cover. The total program was to include 42 miles of roads out of a total mileage of 108 and the work was completed on 38 miles of this total. Over 1800 cubic yards of gravel was hauled and spread on dirt roads.

TOWN ROAD AID PROGRAM

Under this program, the City and State funds were used to repair roads which qualify under the laws established by the State. Again, in this area of work, a concentrated effort was made to upgrade as many miles as possible of the qualifying roads due to the greatly deteriorating condition found in the spring of 1963. Approximately 14 miles was undertaken and completed.

Under another portion of the Town Road Aid Program, a contract was let to pave Central Avenue from Ham to South Pine Street. This work was completed very satisfactorily with the cooperation of the local utility companies, merchants, and citizens.

BRIDGE REPAIRS

New planks and supporting timbers were placed the entire length of the Watson Road Bridge and it was completely painted. The approaches were improved and guard rails installed. One end of this bridge had to be jacked up into position and new pads provided under the end supports

Bridge railings were painted on Central Avenue, Washington Street, Fourth Street and at the Sawyers bridge. Minor repair work was done to the covered bridge with more extensive work planned for 1964.

REFUSE DISPOSAL

The average collections of rubbish for the year was 180 loads. Over 3500 cubic yards of sand was hauled to cover the refuse.

STREET CLEANING

The street sweepers are in constant use from early spring until late fall. Early each morning the business district is swept. In addition, manual labor is used to sweep gutters, pick up papers, etc. The annual fall collection of leaves was made throughout the City.

GARAGE

The routine maintenance and repair of the City equipment is a never-ending procedure accomplished by the garage mechanics. Two refuse packers had engine overhaul jobs, one grader had an engine overhaul along with frame welding, and the snow plows were completely overhauled, welded, painted. The fire trucks were kept in good running condition along with other equipment maintenance so that the programs undertaken by the City departments can be supported by the equipment required.

NEW EQUIPMENT PURCHASED

One road grader with attachments for plowing snow and one small portable sand blaster.

SEWER MAINTENANCE AND DISPOSAL

The department is kept busy year around cleaning catch basins during storms and after storms, checking the lines to prevent plugging of sewers, rebuilding catch basins and manholes, and renewing sewer lines on various streets in the City. The four lift stations are checkly daily to assure their proper operation. All of the motors, pumps, and controls in the stations were completely checked and repaired as was found required.

Sewage treatment facility off of Garrison Road received its annual cleaning of the filter beds which supplemented the daily attention of the attendant. The filter beds are continuously raked and the digesting tank is attended to daily to assure proper operation. The main sewage treatment plant received 348,000,000 gallons of sewage during the year. The sewage is chemically treated and the solid

wastes are separated and disposed of. There is a continous cycl of maintenance work such as painting, repair of pumps, controls, and cleaning of various tanks and line.

Police Department

Police Departments exist to assist the community in the prevention of crime. A citizen in need of help receives a speedy response to a call for police assistance, and a more thorough follow-up in the investigation of reported crimes. This department handled 13,891 calls during the year. While a majority of these calls were law enforcement duties, many others simply involved providing assistance to citizens in need. Such service may take many forms: transporting a sick or injured person to their home or a hospital; helping someone who has imbibed too freely; soothing a lost child; serving as an arbitrator in a family quarrel; escorting children and elderly persons across busy streets; finding a missing person or a lost dog; delivering a baby and generally acting as a good-will ambassador for the city.

During the year 1963, the total number of arrests was 1329, a decrease of 278 over the 1962 total of 1607. This included 1212 males and 117 females. In Juvenile Court 73 boys and 12 girls, for a total of 85, were brought in on juvenile complaints, as compared with a total of 55 juveniles in 1962. The increase in juvenile cases would seem to point up the need for a juvenile officer, and it is hoped that such an appointment will be approved during the coming year.

STATISTICS FOR THE YEAR

Arrests on Motor Vehicle violations	721
Arrests other than motor vehicle	608
Number of calls received and investigate	ed 13,891
Doors and windows found unlocked	
and reported to owners	1,997
Street lights reported out to Public Service	Company 515
Lodgers cared for	118
Animals disposed of	253

REVENUES

Parking Meter Fines	\$4,579.00
	346.00
Revenue from Copy Machine	
Pistol Permits	86.00
Beano Licenses	160.00
Bicycle Licenses	253.75
First Street Parking Lot	2,751.00
Third Street Parking Lot	183.00
Dance Licenses	35.00
Junk Licenses	40.00
Refunds to telephone account	26.08
Refund to equipment account	25.00
Refund to Personal Service account	65.00
Refund to supplies	10.80

Total revenue turned over to City Treasurer \$8,793.23

During 1963 the total value of merchandise stolen by larceny, breaking and entering, robbery, shoplifting, etc., amounted to the total sum of \$28,467.00. The value of merchandise recovered by this department revealed a total of \$25,302.00.

Motor Vehicle accidents reported to the department during the year totaled 440, with personal injuries to 152, and 3 fatalities. This showed an increase of 117 over 1962. A total of 30 pedestrians received injuries in 1963. As has been the case for the past several years, the young drivers between the ages of 16 to 20, were involved in the greatest number of accidents.

Following is a breakdown of the ages of drivers involved in accidents during the past year:

AOIAs	eu in	CICCII	demis	uui	mig	me	pusi	year				
16	21	26	31	36	41	46	51	56	61	66	71 and	
20	25	30	35	40	45	50	55	60	65	70	over	
_	_	_	_	_	-	-	-		-	-	-	
160	125	88	62	58	65	47	41	30	25	12	19	

The officers on the foot beats are responsible for checking all the doors and windows in the business establishments in the in-town business area. The cruisers check all outlying business establishments. The officers question any suspicious person and check out any incidents which may be of a suspicious nature. These checks on all the beats are made several times each night and during the year 1963 a total of 751,000 checks was made, with the cruisers travelling approximately 187,792 miles in their coverage of the city.

The department has acquired three complete scuba diving outfits, and Chief Flynn, Sergeant Pasek and Officers Robert Mikan, Earle Merrill and Joseph McCarthy attended scuba diving sessions given by qualified instructors at the Phillips Exeter Academy swimming pool. During the year Officers McCarthy and Merrill put their scuba training to good use when they recovered stolen merchandise valued at close to \$750.00, which had been dumped into the Lamprey River at Newmarket, and the two officers

located the loot on the river bed.

Sgt. Raymond Pasek and Officer Joseph McCarthy were enrolled in an evening course at St. Anslem's College, attending two night a week for a full semester, with classes on Criminal Law and Law of Evidence. Officers John Repp and James Rowe participated in a police training school conducted by the N.H. State Police for two weeks at the University of New Hampshire.

Chief Flynn attended the New England Police Chiefs Association meeting at The Balsams in New Hampshire, and was elected to the Executive board of that organization. At the New Hampshire Police Chief Association meeting held at the Farragut at Rye Beach, Chief Flynn was elected Sergeant at Arms and to the Executive Board of the State Association. The chief also serves on the membership committee of the International Association of Chiefs of Police. During the 1963 session of the N.H. Legislature, a tenure of office bill was passed for the Chief of Police in Dover.

The Parking Meter Department and the Sign Department are under the jurisdiction of the Police Department. A motorcycle was purchased by the department and Officer Harrison Mackey was appointed to patrol with the motorcycle to tag meter violators. There are 718 parking meters in use in the City of Dover, and James Marcello collects the meter money and repairs and installs meters. A total of 498 street signs were made and installed throughout the city, and this project has brought forth many favorable comments. The job is not entirely complete and signs will be put up on the few remaining streets at the earliest possible time.

The department works constantly on the task of improving law enforcement in our city, and seeking methods and equipment to better serve the citizens of the community.

ARRESTS - 1963

Allowing unlicensed person to operate motor vehicle	
All night parking	32
Assault	29
Assault on police officer	10
Attempted fraud	1
Attempted larceny	4
A.W.O.L.	3
Bastardy	7

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the fading to the production of the state of	
Brawl and tumult	8
Careless and negligent operation of a motor vehicle Carrying concealed weapon in car	1
Contributing to the delinquency of a minor	2
Breaking, entering and larceny	12
Defacing cell block	1
Destruction of public property Disturbing the peace	2
Double parking	2 2
Driving to endanger	4
Driving while intoxicated Drunk	234
Drunk and disorderly	4
Contempt of Court	1
Entering cemetery after hours Escaped prisoners	2 2
Failing to keep to the right	4
Failing to notify Motor Vehicle Department of	
change of address Failing to report accident to Motor Vehicle Departmen	13
Failing to obey an officer	5
Failing to stop for an officer	6
Failing to stop for a red light	9
Failing to stop for a stop sign Failing to stop for a signal	80
Failing to yield right of way	1
Falsifying age to obtain liquor	1,
False fire alarm Forgery by check	1 4
Grand larceny by check	ī
Gross careless and negligent operation of a	1 12
motor vehicle Illegal possession of alcoholic beverage	21
Illegal sale of beer to a minor	2
Illegal possession of narcotics	1
Improper turn at intersection Indecent exposure	1
Interfering with police officer	3
Larceny	28
Larceny by check	4
Larceny of auto Leaving scene of an accident	13
Lewdness	1
Malicious destruction of property	10
Misuse of plates Mittimus called, committed house of correction	10
Non support	14
Operating motor vehicle after right denied	9
Operating motor vehicle after license expired Operating motor vehicle without inspection sticker	25
Operating motor vehicle without wearing	23
corrective glasses	3
Operating motor vehicle with improper brakes Operating motor vehicle after license suspended	5 7
Operating motor vehicle without driver's license	35
Operating motor vehicle to make unnecessary noise	15
Operating motor vehicle with excessive smoke Operating over-loaded truck	2 4
Operating trailer without safety chains	1
Operating under influence of drugs	1
Operating unregistered truck	16
Operating unregistered motor vehicles Operating wrong way one way street	5
Operating boat towing water skier without	No.
life preservers	1
Operating boat at greater than headway speed Operating boat without registration	1
Overtime parking	1
Parking in restricted place	25
Parking too close to fire hydrant Parking too close to stop sign	1
Parking to block sidewalk	4
Passing school bus flashing red lights	1
Petty larceny Possession of obscene photos	4
Reckless operation of motor vehicle	2
Safekeeping	65
Resisting arrest Receiving stolen goods	3
Shoplifting	6
Speeding	295
Selling obscene literature and material Statutory rape	3
Suspicion	40
Throwing rubbish on highway	5
Trespossing	3 4
Using abusive language to a police officer Using obscene language	4
Urinating in public street	6
Vagrancy Yellow line violation	5 47
renow line violation	
Total	1329
The second secon	

PUBLIC SAFETY

Civil Defense

In the area of Civil Defense much has been accomplished in the past year. Among some to the more outstanding were the meetings with State and Federal CD officers, the survey with respect to emergency useage of the fuel trucks, astudy of alarm systems to determine how Dover's needs could best be served and the initial steps for providing a control center in Dover.

Much was accomplished through CD in the acquisition of surplus products, such as vehicles, office furniture, snow tires and radios.

Under the auspices of CD the Rescue Squad was initiated and an ambulance procurred for its use, with head-quarters and garaging facilities in the Old Mill Heating Garage.

Personnel of the Rescue Squad attended many classes on resue and first-aid procedures in addition to answering twenty-six emergency calls throughout the year.

Dover received its Citizen Band Radio License and units were assigned. Said units were tied in with the Police, Hospital and the rescue ambulance. These mobile units served the city in fire patrols, accidents, lost persons searches, Great Bay Day and many other projects.

Phase I and II of the Shelter Survey were completed and five shelter facilities were stocked and two more will be stocked in 1964.

A Radiological Course was initiated and completed under the direction of the State; thus completing the licensing requirements under Phase II of the Program.

Fire Department

During the past year, Dover and the State of New Hampshire faced the greatest forest fire threat to its woodlands in more than sixty years. The cintinued drought brought home to our citizens, as never before, the potential threat of destructive fires to their beautiful and valuable forests, homes and livelihood. In true American tradition of meeting a common threat by volunteer effort, this fire danger was minimized by active prevention, patrol and a relinquishing of personal rights for the public good. It was

the greatest demonstration of public cooperation ever experienced by those responsible for local and state fire control. The ready forces of volunteer fire services kept the losses low. For their efforts and public response the general fire service expresses its heartfelt thanks for a job

Your fire department experienced a total of 564 calls during the year and set a new high for the department.

These calls were handled by fifteen permanent men and thirty-five call men, with five pieces of fire apparatus. Of the total calls, 77 were fires in private homes, 50

were in shops and factories, 9 were barns, 60 grass and woods, 16 out-of-town calls, 11 false alarms, 8 resuscitator calls, and the rest were for cars and trucks, oil-burners, accidents, washing down gasoline, lock outs, fires at the Dump, and cats in trees.

A total of 120 Oil-Burner permits were issued and inspected, and 2546 permits were issued for outside fires.

230 Fire extinguishers were inspected or refilled and inspection of cemmerical and mercantile building continued through-out the year.

The total value of property and the figures following do not include cars, trucks, or timber losses.

involved in fire	1113			\$7,026,200.00
Damage to above property				111,094.14
Insurance on this property				6,683,600.00
Insurance paid on damage				108,944.20
Market State of the State of th	Total	Net	loss	2,149.94

Report of Planning Board

BOARD MEMBERS

During the year 1963 the Dover Planning Board consisted of the following members:

Arthur J. DuBois, Chairman Hugh C. Tuttle, Vice-Chairman Robert W. Papointe, Secretary Wallace I. Akerman Albert O. Bernard Donald E. Chick Robert N. Gillis E. Vincent McDonald Eugene S. Meserve

Mr. Chick replaced Mr. Paul D. Foxworthy upon his replacement of the latter as Dover City Manager.

On January 1, 1963 Miss Caroline Marcotte became

secretary to the Dover Planning Board. On March 25, 1963 Mr. Henry Neil became Planning Director to the Dover Planning Board.

MASTER PLAN In November, the Planning Board received fifty printed copies each of a Capital Improvements Program and

Community Facilities Study. Both were prepared by Planning Board personnel in 1962. ZONING In November, the Planning Board presented to the

City Council with a recommendation for adoption, the revised Zoning Ordinance and Map. Three applications for preliminary approval of pro-

posed subdivisions were received. All were granted subject to conditions set forth by the Planning Board. Two subdivisions performance bonds were released

by the Board upon assurance that all conditions set had been met. SERVICES RENDERED

The Planning Board lent the services of its staff to the Citizens Advisory Committee on the Workable Program to prepare an application for Program approval. In addition, Board staff drafted for the Committee a revised Build

ing Code and a Proposed Housing Code. At the Public Hearing on the Revised Building Code, Proposed Housing Code and Revised Zoning Ordinance, the Board lent the services of its staff to the City Council for purposes of code explanation.

COMMUNITY RENEWAL PROGRAM During the year, the Board and its staff prepared and submitted an application to the Housing and Home Finance Agency for a Community Renewal Program Grant which

will make available to the City \$28,000 in federal funds. The Board also directed the City Treasurer to remove funds from its approved budget in the amount of \$2,912 and to set these funds aside in an earmarked fund to be used as the local cash contribution to the Community Re-

Approval of the Community Renewal Program is anticipated early in 1964.

SERVICES RECEIVED:

The Planning Board expresses its thanks to all city departments who assisted the Planning Board in the performance of its work.

Report of Tax Collector

THE COLLECTION ACTIVITIES FOR THE YEAR, 1963 SUBMITTED TO THE CITY MANAGER, DONALD E. CHICK, AND TO THE MEMBERS OF THE CITY COUNCIL

The office of the Tax Collector is responsible for the collection of all Head, Poll and Property (both real and personal) Taxes. It is also responsible for the collection of Water Bills, Timber Tax, Stock-in Trade and Automobile Excise Taxes.

WATER DEPARTMENT

During the year, 1963, \$231,199.39 was collected for the Water Department for Meter Rates, Maintainance New Service and other miscellaneous bills.

A total of \$201,134.55 was committed to the Collection Office for the January, February, July and August billings plus \$20,212.39 for the monthly bills to local industires PROPERTY TAXES

The Property Tax Warrant committed to the Collector on August 13, 1963 was in the amount of \$2,187,508.75. This was an increase of \$87,325.16 over the previous year. MOTOR VEHICLE REGISTRATIONS

During the year, 1963, 11,170 Motor Vehicle permits were issued and \$126,089.07 was collected. This was an increase of \$11,445.12 over the year 1962.

HEAD TAXES On July 22, 1963, the Head Tax Warrant in the amout of \$49,045.00 was submitted to the Collector by the Assessors. On December 31, 1963, \$31,060.00 had been

POLL TAXES On the same day, the Poll Tax Warrant was submitted in the amount of \$14,788.00. Of this amount, \$9,338.00 had been collected on December 31, 1963.

As many people pay their Head and Poll Taxes at the time of Motor Vehicle registration, the collection figure is much higher by April first of the following year.

There were 145 parcels of real estate on the posting list on June 17, 1963 with a value of \$35,092.36, but at the time of the Tax Sale this number was reduced to 78 parcels with a value of \$14,791.99. On December 31, 1963, the amount of property taxes

to be redeemed for all previous years was \$19,003.98. Other collection activities during the year 1963 included the mailing out of water bills, and water service

bills, property tax and head and poll tax bills and courtesy and delinquent notices and letters on all taxes.
COLLECTIONS FOR THE YEAR 1963

COLLECTIONS FOR THE TEAR	1903
Property Tax Current	\$1,902,537.44
Property Tax Prior	281,334.45
Interest	6,457.22
Head Tax Current	31,060.00
Head Tax Prior	11,440.00
Head Tax Penalties	1,231.50
Poll Tax Current	9,338.00
Poll Tax Prior	- 3,304.00
National Bank Stock Tax	1,813.70
Yield Tax	414.36
Motor Vehicles	126,089.07
Redemptions	14,703.63
Interest After Sale	924.51
Costs and Fees	528.35
Miscellaneous Expenses	107.22
	\$2,391,069.01

WATER DEPARTMENT COL	LECTIONS
Meter Rates	\$204,479.29
Maintainance	11,790.82
Penalties	1,665.99
Miscellaneous	297.25
Meter Rent	10,854.27
Hydrants, Mains and Lines	2,111.77
	\$ 231,119.39
Total Colections for 1963	\$2,622,268.40
Total Collections for 1962	2,476,166.12
Increase in 1963	\$ 146,102.28

Report of **Building Inspector**

An analysis of the building activity in the City of Dover during 1963 established the following information:

BUILDING PERMITS FOR THE YEAR, 1963 MONTH EST. COST January \$ 132,000 \$ 136.00 February 97,000 105.00 March 28.00 24,000 April 78,350 93.00 May 420,825 448.00 June 145.00 122,053 314,610 335.00 August 137,560 167.00 September 1,216,715 1,240.00 October 215,285 246.00 November 58,530 80.00 December 30,625 43.00 \$2,867,553 \$3,066.00

Report Board of Assessors

Total Estimate Cost for the Year, 1963 - \$2,867,553.

Under the New Hampshire state statutes, it is the duty of the assessing department to make the assessment on all real estate and also on all personal property which is subject to taxes under the New Hampshire statutes. In passing, it is well to point out that under New Hampshire statutes, all real estate is taxable unless it is specifically exempted under state statute, whereas personal property is taxable only if specifically spelled out in the state statutes.

It is also the duty of the assessing department to assess head and poll taxes and to administer the War Service Exemption which is granted to War Service Veterans under conditions which are also dictated by New Hamp-

There is maintained in the Assessor's Office, a separate card for each piece of property. Each card has a description of the property, size and location of lot and a description and sketch of the building if any.

The Board of Assessors welcomes all tax payers and will be glad to go over their assessment with them at their convenience, pointing out the detailed method of computing the assessment. If any errors in dimensions of lot, topography of land, description of dimensions of buildings are discovered, the same will be promptly adjusted.

The Board of Assesors report for the year ending Dec-

ember 31, 1963, is as follows: ASSESSMENT

Property Assessments	\$29,226,450
Stock-in-Trade	5,441,555
Live Stock	31,265
Boats	29,320
Trailers	255,340
School Tax	130,515
Total Assessment	\$35,114,445
Veteran's Exemption	1,495,495
Total Net Taxable	\$33,618,950
Real Estate and Live Stock	\$1,811,204,98
Stock-in-Trade	354,789.35
Boats	1,911.67
Trailers	15,539.75
School Tax	4,153.00
Bank Stock	1,858.85
Timber Tax	1,118.52

\$2,190,576.12 The 1963 assessments for tax purposes, were computed on the basis of a formula, established at a time of the last complete reappraisal by the Cole-Layer-Trumble Co., approximately fifteen years ago, and the replacement

cost figures used were based on 1940 construction costs. Currently, by vote of the City Council, a reappraisal of all real estate and machinery is being conducted by the Cole-Layer-Trumble Co. and as a result the 1963 replacement cost figures will be used in computing the 1964 assessment figures.

You will be advised of your 1964 assessment figures as soon as the reappraisal data is made available to this office and you will then be given an opportunity to meet with a representative of the Cole-Layer-Trumble Co. and the assessor if you have any questions regarding your 1964 assessment figure.



DOVER FROM 1,000 FEET — This photo was taken directly over Henry Law Park showing Central Avenue, City Hall and other

points of down town Dover. Photo courtesy of William Murphy and pilot Ned Smith.



DONALD E. CHICK, City Manager of Keene, New Hampshire took over the Manager's position in Dover, July 1 1963 following the resignation of Paul D. Foxworthy.



THE CLOSE OF 1963 and the beginning of 1964 saw Stuart N. Shaines hand the reins of government over to Walworth Johnson for the ensuing two year period.