

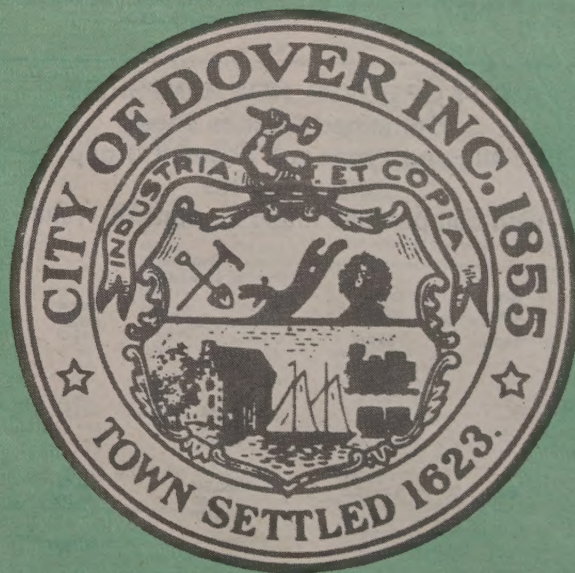
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# City of Dover, New Hampshire

# Annual Report



**133rd Annual Report for the Period  
July 1, 1988 through June 30, 1989**

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CONCORD, N. H.



## City Manager's Report

As this report is made public, I will have been your City Manager for just over one year. In that time, I have become thoroughly familiar with both the major and minor issues facing the City of Dover. While much progress has been made, a great deal of work lies ahead.

Of the more important developments, I am pleased to report that the construction of the new wastewater treatment plant is well underway as is the construction of the new forcemain on Henry Law Avenue. Additionally, we have made considerable progress in representing the city's interests among the potentially responsible parties regarding the Tolend Road Landfill. Towards that end, I believe that within the next year or so a remedy and its cost to the taxpayers will be identified and implemented. Our most important goal is to see to it that whatever the costs of remedial action, that the ultimate cost to be borne by the taxpayers of Dover is as low as possible.

In completing a new wastewater treatment plant and taking positive steps to remedy the years of disastrous dumping of contaminated waste into the municipal landfill, the City will be successfully complying with Administrative Orders from the U.S. Environmental Protection Agency.

Another development which should be mentioned is the submission to the City Council early this year of a very comprehensive and ambitious Capital Improvements Program. The funding and implementation of a CIP is essential to the continued maintenance and expansion of the city's infrastructure. This also will permit continued and orderly growth within the city for many years to come.

In the area of water exploration, last year the City hired BCI Geonetics of Laconia to begin exploring for new sites. The initial phases of this project have been completed and a number of potential well sites have been identified. Currently, the City is in the midst of preparing for the acquisition of land and water rights. When this project is finally completed, the water needs of the City will be assured well into the next century.

Progress has also been made in the area of labor relations. When I assumed office, two labor unions had been negotiating unsuccessfully for well over six months, the city's unorganized employees petitioned to the Public Employee Labor Relations Board to be recognized as the Dover Municipal Employees Association, a new police union representing supervisory personnel was formed, and the Dover Police Association notified the City of its intent to commence negotiations for a new contract. All these developments were further complicated when the City Council voted to cancel the contract of the city's department heads thus sending that unit into an immediate bargaining stance. All in all, negotiations took a significant amount of time and effort.

At the direction of Council, all labor unions were offered the same wage and salary adjustments of 5% per year for three years with a graduated merit system which awarded additional compensation based on an employee's true efforts. At first, there was universal opposition to the City's position with labor demanding as much as 15% per year in each year of a three year contract. With some exceptions, most of the other demands by the individual unions were acceptable to the City and proved to be easily settled. For many weeks, the stumbling block became the City's insistence on keeping wage settlements within the City's ability to pay.

I am pleased to report that at this writing, of the six labor organizations who have been negotiating with the

City, four have successfully been resolved. All of the unions accepted the City's salary and wage proposals as originally proposed and as mandated by the Council. It is my hope that when this report is published the remaining bargaining units will have reached an accommodation with the City.

This year both firefighting unions will be coming to the negotiating table. Barring unforeseen events, it is my intention to offer, with the consent of the council, the same wage and salary package the other municipal unions have already accepted.

With regard to all our municipal unions, both we and they have to recognize in the days ahead that the economic situation is not as bright as it once was or is likely to be for some time. In that vein, all parties have to realize that there are limits to what the City can afford and still provide the services required and demanded by its citizens.

Finally, this past November six out of nine Councilors chose not to run for re-election. As a result, we will be seeing a revamped Council who will play an important role in getting Dover moving into the next and final decade of the 20th Century. This Administration is looking forward to working with the new Council to begin that effort. Along the way, of course, our main goal will be to continue providing all the citizens of Dover with the government services they expect and deserve.

## Annual Report Of City Clerk

The following is a report of the activities of the City Clerk's Department for the period of July 1, 1988 through June 30, 1989.

City Council:

The Clerk's office prepared the required agendas for both Regular and Workshop meetings. They assisted the Council in hosting a celebration for the USS Trepang and its crew, and was presented a Proclamation for National City Clerk's Appreciation Week. During this period, the Council also re-elected Jim O'Neil for his second term as Mayor.

Licenses, Permits, and Filings:

Licenses and Permits Issued Include: 694 Dogs, 10 Peddlers and Vendors, 55 Tag Days and Raffles, 80 Taxi (operator, cab and driver), 194 Video and Non-Video machines, and 864 indexing of Uniform Commercial Code Financing and Termination statements.

Vital Statistics:

Returns of Births, Deaths, and Marriages occurring in the City during this period were recorded and tabulated as follows:

	1 July 87- 30 June 88	1 July 88- 30 June 89
BIRTHS:	1140	953
DEATHS:	439	371
MARRIAGES:	281	320

The issuing of certified copies of Vital Statistics records and recording of the same, continues to be a large portion of the duties of the City Clerk's Office.

Elections:

The preparation for and supervision of elections is a duty of the City Clerk. During this period, there was a State Primary in September and a Presidential Election in November 1988. The total number of registered voters is 17,530 and during the Presidential election, there was a 60% voter turnout.

I would like to express my sincere thanks to all the Ward officials for their efforts.

## Notes to General Purpose Financial Statements June 30, 1989

### 1. Summary of Significant Accounting Policies

The City of Dover, New Hampshire was incorporated in 1855 under the laws of the State of New Hampshire. The City operates under a Council-Manager form of government and provides the following services: public safety, public works, recreation, education, planning and general administrative services.

The accounting policies of the City of Dover, New Hampshire conform to generally accepted accounting principles as applicable to governments. The following is a summary of the more significant policies:

#### (a) Reporting Entity

The City's financial statements include the operations of all organizations for which the City Council exercises oversight responsibility. Oversight responsibility is demonstrated by financial interdependency, selection of governing authority, designation of management, ability to significantly influence operations, and accountability for fiscal matters.

#### (b) Basis of Presentation—Fund Accounting

The accounts of the City are organized on the basis of funds and account groups, each of which is considered a separate accounting entity. The operations of each are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues, and expenditures, or expenses, as appropriate. Government resources are allocated to and accounted for in individual funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled. The various funds and account groups are reported by type in the financial statements as follows:

#### Governmental Funds

**General Fund**—The General Fund is the general operating fund of the City. It is used to account for all financial resources except those required to be accounted for in another fund.

**Special Revenue Funds**—Special Revenue Funds are used to account for the proceeds of specific revenue sources (other than special assessments, expendable trusts, or major capital projects) that are legally restricted to expenditure for specified purposes.

**Debt Service Fund**—The Debt Service Fund is used to account for the accumulation of resources for, and the payment of, general long-term debt principal, interest and related costs.

**Capital Projects Funds**—Capital Project Funds are used to account for financial resources to be used for the acquisition or construction of major capital facilities (other than those financed by proprietary funds, special assessment funds, and trust funds).

#### Proprietary Funds

**Enterprise Funds**—Enterprise Funds are used to account for operations (a) that are financed and operated in a manner similar to private business enterprises—where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges; or (b) where the governing body has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability, or other purposes.

**Internal Service Funds**—Internal Service Funds are used to account for goods or services provided by one department or agency to other departments or agencies of the City on a cost reimbursement basis.

#### Fiduciary Funds

**Trust and Agency Funds**—Fiduciary funds are used to account for assets held by the City in a trustee capacity or as an agent. Trust funds include Expendable Trust and Nonexpendable Trust Funds. Nonexpendable Trust Funds are accounted for in essentially the same manner as proprietary funds since capital maintenance is critical. Expendable Trust Funds are accounted for in essentially the same manner as governmental funds. Agency funds are custodial in nature and do not involve measurement of results of operations.

#### Account Group

**General Long-term Debt Account Group**—This group of accounts is established to account for all long-term debt of the City except that accounted for in the proprietary funds.

#### (c) Basis of Accounting

**Basis of accounting** refers to the method of recognition of revenues, expenditures or expenses in the financial statements.

The basis of accounting applied to a fund is directly related to its measurement focus. The measurement focus applied to governmental funds and expendable trust funds is the spending measurement focus. Generally, only current assets and current liabilities are reported on these balance sheets. The reported fund balance is considered a measure of available spendable resources. Governmental fund operating statements summarize the sources and uses of available spendable resources during a period.

All of the City's governmental funds and expendable trust funds are accounted for using the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized when they become measurable and available to finance expenditures of the current fiscal period. Application of the modified accrual basis of accounting results in the recognition of certain revenue only upon actual receipt. The primary revenue sources recognized on this basis are license and permit fees, fines and penalties, charges for certain current services, and certain intergovernmental revenues. Other revenue sources are susceptible to accrual prior to actual receipt. Primary revenue sources treated as susceptible to accrual include: property taxes received during the first sixty days following the end of the fiscal year and certain intergovernmental grants. Expenditures are generally recognized when the related fund liability is incurred with the exception that principal and interest payments in general long-term debt are recognized when due.

All enterprise funds, nonexpendable trust funds and internal service funds are accounted for on a capital maintenance measurement focus. All assets and liabilities associated with these funds are included on the balance sheets. Their reported fund equity represents net total assets and is segregated into contributed capital and retained earnings. The operating statements present revenues and expenses that reflect increases and decreases in net total assets. All enterprise funds and nonexpendable trust funds are accounted for using the accrual basis of accounting. Their revenues are recognized when they are earned, and their expenses are recognized when they are incurred. Unbilled water and sewer fund service receivables are recorded at year end.

#### (c) Budgetary Accounting

The City Manager submits his proposed operating budget to the City Council on or before April 1. The

## CITY OF DOVER, NEW HAMPSHIRE Combined Balance Sheet All Fund Types and Account Group June 30, 1989 with comparative totals for June 30, 1988

Assets	Governmental Fund Types				Proprietary Fund Types		Fiduciary Fund Types Trust and agency	Account Group General long-term debt	Total (memorandum only)	
	General	Special revenue	Debt service	Capital projects	Enterprise	Internal service			June 30, 1989	June 30, 1988
Cash (note 2)	\$ 362,285	—	79,375	59,710	—	—	—	—	570,186	782,021
Investments, at cost (note 2)	6,122,000	—	—	—	278	—	68,538	—	6,939,016	4,666,179
Taxes receivable (note 3)	3,087,216	—	—	—	—	—	817,016	—	3,087,216	2,231,460
Tuition receivable	532,707	—	—	—	—	—	—	—	532,707	476,604
Accounts receivable	108,223	7,629	—	—	310,202	—	3,959	—	430,013	587,234
Unbilled revenue	—	—	—	—	624,000	—	—	—	624,000	646,494
Notes receivable	—	118,726	—	—	91,350	—	—	—	210,076	94,080
Due from Federal and State governments (note 4)	62,848	52,196	—	86,300	—	—	—	—	201,344	335,325
Due from other funds	219,177	111,269	9,917	3,783,555	3,080,749	300,594	22,729	—	7,527,990	3,849,230
Inventories	—	20,788	—	—	212,190	93,396	—	—	326,374	357,184
Investments in land	—	—	—	—	60,990	—	—	—	60,990	—
Prepaid expenses and other assets	10,382	—	—	—	—	21,200	—	—	31,582	10,382
Advance to other funds	147,947	—	—	—	—	—	—	—	147,947	221,023
Property, plant and equipment (note 5)	—	—	—	—	7,158,142	—	—	—	7,158,142	6,592,426
Amounts to be provided for retirement of general obligations	—	—	—	—	—	—	—	17,543,618	17,543,618	11,247,170
Amounts available in debt service fund	—	—	—	—	—	—	—	9,917	9,917	105,270
<b>Total</b>	<b>\$10,652,785</b>	<b>310,608</b>	<b>89,292</b>	<b>3,929,565</b>	<b>11,537,901</b>	<b>415,190</b>	<b>912,242</b>	<b>17,553,535</b>	<b>45,401,118</b>	<b>32,202,082</b>

See accompanying notes to general purpose financial statements.



**CITY OF DOVER, NEW HAMPSHIRE**  
**Combined Balance Sheet**  
**All Fund Types and Account Group, Continued**

Liabilities	Governmental Fund Types				Proprietary Fund Types	Fiduciary Fund Types	Account Group	Total (memorandum only)	
	General	Special revenue	Debt service	Capital projects				Enterprise	Internal service
Accounts payable	\$ 349,089	20,678	—	1,014,713	110,640	4,462	—	1,499,582	2,299,139
Accrued liabilities:									
Compensated absences (note 6)	276,022	2,302	—	—	97,025	—	1,293,498	1,668,847	1,137,624
Retainage payable	—	9,051	—	281,952	125,441	—	—	1,180,806	828,349
Other	1,055,365	—	—	—	—	—	—	—	—
Unredeemed bond principal and interest	—	—	79,375	—	—	—	—	79,375	92,427
Deferred revenue (note 3)	2,056,474	—	—	—	—	198,779	—	2,056,474	1,214,874
Due to other funds	7,308,813	20,398	—	—	—	—	—	7,527,990	3,849,230
Bond anticipation notes payable (note 6)	—	—	—	—	3,028,962	—	3,500,000	3,500,000	—
Bonds payable (note 6)	—	—	—	—	147,947	—	12,760,037	15,788,999	12,545,462
Advance from other funds	—	—	—	—	—	—	—	147,947	212,023
Other liabilities	—	—	—	—	—	—	26,590	26,590	100,236
<b>Total liabilities</b>	<b>11,045,763</b>	<b>52,429</b>	<b>79,375</b>	<b>1,296,665</b>	<b>3,510,015</b>	<b>203,241</b>	<b>26,590</b>	<b>17,553,535</b>	<b>22,268,364</b>
<b>Fund Equity (Notes 7, 8 and 13)</b>									
Contributed capital	—	—	—	—	2,175,910	—	—	2,175,910	2,111,031
Retained earnings (deficit):									
Appropriated for workers compensation claims	—	—	—	—	—	300,000	—	300,000	300,000
Unappropriated	—	—	—	—	5,851,976	(88,051)	—	5,763,925	5,236,756
Fund balances:									
Reserved for:									
Encumbrances	322,617	85,120	—	23,745,258	—	—	—	24,152,995	1,775,898
Inventories	—	20,788	—	—	—	—	—	20,788	28,062
Housing Rehab Loans	—	118,726	—	—	—	—	—	118,726	—
Debt service	—	—	9,917	—	—	—	—	9,917	105,270
Advances	147,947	—	—	—	—	—	—	147,947	221,023
Endowments:									
Nonexpendable	—	—	—	—	—	—	718,473	718,473	682,577
Expendable	—	—	—	—	—	—	167,179	167,179	142,563
Unreserved:									
Designated for subsequent years' expenditures	99,837	—	—	—	—	—	—	99,837	124,488
Undesignated	(963,379)	33,545	—	(21,112,358)	—	—	—	(22,042,192)	(793,950)
Total fund equity	(392,978)	258,179	9,917	2,632,900	8,027,886	211,949	885,652	11,633,505	9,933,718
Commitments and contingencies (notes 12 and 13)	—	—	—	—	—	—	—	—	—
<b>Total</b>	<b>\$10,652,785</b>	<b>310,608</b>	<b>89,292</b>	<b>3,929,565</b>	<b>11,537,901</b>	<b>415,190</b>	<b>912,242</b>	<b>17,553,535</b>	<b>32,202,082</b>

See accompanying notes to general purpose financial statements.

**Combined Statement of Revenues, Expenditures and Changes in Fund Equity — All Governmental Fund Types and Expendable Trust Funds**  
**Year ended June 30, 1989**

with comparative totals for the year ended June 30, 1988

Revenues:	Governmental Fund Types				Fiduciary fund type	Totals (memorandum only)	
	General	Special revenue	Debt service	Capital projects		June 30, 1989	June 30, 1988
General property and other taxes	\$18,366,984	—	—	—	—	18,366,984	17,047,681
Licenses and permits	1,797,765	—	—	—	—	1,797,765	1,885,818
Fines, forfeits and penalties	395,194	16,779	—	—	—	411,973	438,467
Use of money and property	563,667	—	—	31,261	—	594,928	495,168
Intergovernmental	1,041,300	1,123,799	253,149	3,912,022	—	6,330,270	2,921,634
Current services	605,813	428,672	—	—	—	1,034,485	937,991
Education including state and federal grants	2,713,712	—	—	—	—	2,713,712	2,238,343
Other revenue	93,277	—	208,700	—	22,136	324,113	358,291
<b>Total revenues</b>	<b>25,577,712</b>	<b>1,569,250</b>	<b>461,842</b>	<b>3,943,283</b>	<b>22,136</b>	<b>31,574,230</b>	<b>26,323,393</b>
Expenditures:							
Current operations:							
General government	2,235,882	80,469	—	—	—	2,316,351	2,013,582
Public safety	3,693,480	—	—	—	—	3,693,480	3,215,395
Public works	2,831,532	—	—	—	—	2,831,532	2,497,706
Culture and recreation	895,222	—	—	—	—	895,222	838,304
Community services	462,186	—	—	—	—	462,186	415,169
Education	13,258,003	641,735	—	—	—	13,899,738	12,134,078
Human services	249,802	598,154	—	—	—	847,956	754,689
Intergovernmental	1,650,750	—	—	—	—	1,650,750	1,736,528
Community Development	—	134,718	—	—	—	134,718	345,888
Abateents	221,095	—	—	—	—	221,095	116,715
Other	111,289	42,978	—	—	18,768	173,035	232,091
Capital outlay	—	—	—	8,481,159	—	8,481,159	2,964,201
Debt service (note 6):							
Principal	—	—	1,268,759	—	—	1,268,759	1,214,973
Interest	92,160	—	890,275	—	—	982,435	902,516
Total expenditures	<b>25,701,401</b>	<b>1,498,054</b>	<b>2,159,034</b>	<b>8,481,159</b>	<b>18,768</b>	<b>37,858,416</b>	<b>29,381,835</b>
Excess (deficiency) of Revenues over expenditures (carried forward)	(123,689)	71,196	(1,697,185)	(4,537,876)	3,368	(6,284,186)	(3,058,442)

**Combined Statement of Revenues, Expenditures and Changes in Fund Equity — All Governmental Fund Types and Expendable Trust Funds, Continued**

Excess (deficiency) of revenues over expenditures (brought forward)	Governmental Fund Types				Fiduciary fund type	Totals (memorandum only)	
	General	Special revenue	Debt service	Capital projects		June 30, 1989	June 30, 1988
Other financing sources (uses):							
Operating transfers-in	30,000	3,000	1,601,832	15,000	51,248	1,701,080	1,629,159
Operating transfers-out	(1,308,777)	(5,000)	—	—	(30,000)	(1,343,777)	(1,158,881)
Proceeds from sale of bond anticipation notes	—	—	—	3,500,000	—	3,500,000	—
Proceeds from sale of bonds	—	—	—	3,506,000	—	3,506,000	92,462
Total other financing sources (uses)	(1,278,777)	(2,000)	1,601,832	7,021,000	21,248	7,363,303	562,740
Excess (deficiency) of revenues and other sources over expenditures and other uses	(1,402,466)	69,196	(95,353)	2,483,124	24,616	1,079,117	(2,495,702)
Fund equity, July 1, 1988	1,009,488	196,257	105,270	149,776	142,563	1,603,354	4,094,901
Increase (decrease) in reserved fund balances	—	(7,274)	—	—	—	(7,274)	4,155
Fund equity, June 30, 1989	<b>(392,978)</b>	<b>258,179</b>	<b>9,917</b>	<b>2,632,900</b>	<b>167,179</b>	<b>2,675,197</b>	<b>1,603,354</b>

See accompanying notes to general purpose financial statements.

following reconciliation:

General Fund:	Revenues	Expenditures	Expenditures of prior years' encumbrances and appropriations
Statement of revenues, expenditures and encumbrances (budgetary basis)	\$25,607,712	\$26,668,443	—
Expenditures of prior years' encumbrances and appropriations	—	341,735	(3,000)
Revenues and expenditures reported as operating transfers under generally accepted accounting principles	(30,000)	(1,308,777)	(5,000)
Statement of revenues, expenditures and changes in fund balances-in conformity with generally accepted accounting principles	\$25,577,712	25,701,401	358,851
Statement of revenues, expenditures and encumbrances (budgetary basis):			
Cafeteria fund	684,854	603,154	—
School categorical aid funds:	630,545	612,721	—
	1,215,399	1,215,875	—

operating budget includes proposed expenditures and the means of financing them. Annual budgets are adopted for the general fund, cafeteria and school categorical aid special revenue funds, water, sewer and arena enterprise funds and debt service fund. Public hearings are conducted to obtain comments on the proposed budget. The final budget must be adopted by June 15 but not earlier than seven days after a public hearing. A separate public hearing is held on the portion of the budget submitted by the School Committee.

The City Manager, with Council approval, may transfer budgeted amounts between nonschool departments, and the head of the school department may transfer budgeted amounts within his department. The City Council may, after public hearing, appropriate additional amounts but

except for emergency appropriations, it must designate the source of the funds. All unencumbered appropriations, except those for capital expenditures or dedicated funds, lapse at the end of the fiscal year. Unless there has been no activity for three years, appropriation for capital expenditures remain in force until their purpose has been accomplished or abandoned.

General Fund and Special Revenue Fund revenues and expenditures reported in the statement of revenues, expenditures and encumbrances—budget and actual are presented on the basis budgeted by the City. The City follows certain accounting principles for budgetary reporting purposes that differ from generally accepted accounting principles. Such differences and their effects on the Fund's reported operations are summarized in the

Budgets for the general fund and certain special revenue funds are formally adopted each year through the passage of an appropriation resolve. The remaining special revenue funds and capital projects funds do not have annually appropriated budgets but have adopted project budgets. Encumbrance accounting, under which purchase orders, contracts, and other commitments for the expenditure of monies are recorded in order to reserve that portion of the applicable appropriation, is employed as an extension of formal budgetary integration in the General Fund, Special Revenue Funds and Capital Project Funds.



**Combined Statement of Revenues, Expenses and Changes in Retained Earnings/Fund Balances — All Proprietary Fund Types and Similar Trust Funds  
Year ended June 30, 1989  
with comparative totals for year ended June 30, 1988**

	Fiduciary			Totals	
	Proprietary fund types		Nonexpendable trust	(memorandum only)	
	Enterprise	Internal service		1989	1988
<b>Operating revenues:</b>					
Charge for services	\$3,136,298	774,900	—	3,411,198	2,854,358
Total operating revenues	3,136,298	774,900	—	3,411,198	2,854,358
<b>Operating expenses:</b>					
Personal services	905,170	—	—	905,170	783,686
Contracted services	162,322	—	—	162,322	149,013
Equipment and supplies	191,522	124,543	—	316,065	298,694
Maintenance and repairs	123,836	—	—	123,836	97,292
Development and capital outlay	3,660	—	—	3,660	14,620
Utilities	277,578	—	—	277,578	272,263
Depreciation	308,189	—	—	308,189	293,562
Gasoline and lubricants	—	96,067	—	96,067	101,469
Benefits	—	116,113	—	116,113	56,750
Other	107,365	34,051	—	141,416	157,951
Total operating expenses	2,079,642	370,774	—	2,450,416	2,225,300
Operating income (loss)	1,056,656	404,126	—	962,782	629,058
<b>Nonoperating revenues (expenses):</b>					
Interest revenue	9,749	—	51,248	60,997	64,653
Interest expense	(190,349)	—	—	(190,349)	(161,968)
Capital gain	—	—	15,738	15,738	23,581
Total nonoperating revenues (expenses)	(180,600)	—	66,986	(113,614)	(73,731)
Income (loss) before operating transfers	876,056	(96,874)	66,986	847,168	555,324
Additions to trust principal	—	—	20,158	20,158	19,710
Operating transfers — in	—	94,000	—	94,000	—
Operating transfers — out	(995,555)	—	(51,248)	(446,803)	(470,278)
Net income (loss)	480,501	(1,874)	35,896	514,523	104,756
Add depreciation on contributed assets	48,542	—	—	48,542	38,223
Increase (decrease) in retained earnings and fund balances	529,043	(1,874)	35,896	563,065	142,979
Retained earnings/fund balances, July 1, 1988	5,322,933	213,823	682,577	6,219,333	6,076,354
Retained earnings/fund balances, June 30, 1989	\$5,851,976	211,949	718,473	6,782,398	6,219,333

See accompanying notes to general purpose financial statements.

**Combined Statement of Changes in Financial Position — All Proprietary Fund Types and Similar Trust Funds  
Year ended June 30, 1989  
with comparative totals for year ended June 30, 1988**

	Fiduciary			Totals	
	Proprietary fund types		Nonexpendable trust	(memorandum only)	
	Enterprise	Internal service		1989	1988
<b>Sources of cash:</b>					
<b>Operations:</b>					
Net income (loss)	\$480,501	(1,874)	35,896	514,523	104,756
Items not requiring cash — depreciation	308,189	—	—	308,189	293,562
Total sources of cash from operations	788,690	(1,874)	35,896	822,712	398,318
Decrease in accounts receivable	218,911	—	1,651	220,562	—
Decrease in unbilled revenue	22,494	—	—	22,494	—
Decrease in note receivable	2,730	—	—	2,730	2,460
Decrease in due from other funds	—	65,494	—	65,494	1,012,386
Decrease in inventories	29,579	—	—	29,579	4,648
Decrease in prepaid expenses	—	—	—	—	1,040
Increase in accounts payable	—	—	—	—	501,328
Increase in due to other funds	67,105	—	29,877	96,982	88,234
Increase in accrued liabilities	89,220	—	—	89,220	68,045
Contributions in aid of construction	113,421	—	—	113,421	1,448,836
Proceeds of bond issue	1,251,000	—	—	1,251,000	—
Total cash provided	2,523,150	63,620	67,424	2,654,194	3,525,295
<b>Uses of cash:</b>					
Increase in investments	—	—	50,837	50,837	28,580
Increase in prepaid expenses	—	21,200	—	21,200	—
Increase in due from other funds	888,876	—	—	888,876	—
Increase in inventories	—	6,043	—	6,043	41,987
Increase in unbilled revenue	—	—	—	—	224,494
Increase in accounts receivable	—	—	—	—	385,562
Additions to plant and equipment	873,905	—	—	873,905	2,548,317
Purchase of land	60,990	—	—	60,990	—
Decrease in accounts payable	474,675	14,133	100	488,908	—
Decrease in due to other funds	—	22,244	—	22,244	—
Reduction in long-term debt	224,704	—	—	224,704	202,402
Decrease in other liabilities	—	—	5,261	5,261	62,570
Total cash used	2,523,150	63,620	56,198	2,642,968	3,433,912
Increase (decrease) in cash	—	—	11,226	11,226	31,383
Cash, July 1, 1988	278	—	53,451	53,729	22,346
Cash, June 30, 1989	\$ 278	—	64,677	64,955	53,729

See accompanying notes to general purpose financial statements.

Encumbrances outstanding at year end are reported as reservations of fund balances since they did not constitute expenditures or liabilities.

**(e) Investments**

Investments are stated at cost which approximates market.

**(f) Inventories**

Inventories are stated at the lower of cost (first-in, first-out method) or market. Purchases of inventory are recorded in the enterprise and internal service funds as assets when the related inventory items are acquired and as expenses when the related inventory items are used. All other inventory is accounted for under the purchases method, whereby purchases of inventory are recorded as expenditures when acquired, regardless of when used. In accordance with the purchases method, inventory on hand at year end in the governmental funds is reported as an asset offset by a fund balance reserve.

**(g) Enterprise Fund Property**

Enterprise fund property purchased or constructed by the City is recorded at cost, contributed property is reported as its estimated fair market value at the time received. Depreciation expense is computed using the straight-line method over the estimated useful lives of the assets as follows:

Buildings	25-50 years
Improvements other than buildings	3-50 years

Machinery and equipment 5-15 years

Maintenance, repairs and minor renewals are charged to operations when incurred. Expenditures which materially increase values, change capacities or extend useful lives are capitalized. Interest cost incurred during construction of major projects is capitalized and amortized over the life of the related asset.

Depreciation on assets acquired from grants, entitlements, revenues, general obligation bonds or customer payments, is charged to contributed capital. Net income, adjusted by the amount of depreciation charged to contributed capital is closed to retained earnings.

Property records have not been maintained for the Sewer Enterprise Fund; therefore, the historical cost of such assets and the related depreciation amounts are not included in the accompanying Enterprise Fund financial statements, even though inclusion of such amounts is required by generally accepted accounting principles. Beginning in 1988, Sewer Enterprise Fund capital assets acquired with funds from the operating budget or by contribution from developers have been capitalized and the associated depreciation recognized.

**(h) Vacation and Sick Pay**

Employees earn vacation and sick leave as they provide services. Employees may accumulate sick leave and upon termination, may be compensated for amounts ranging from 25% to 75% of accumulated time, limited in some

**Statement of Revenues, Expenditures and Encumbrances — Budget and Actual — General Fund — Budget Basis  
Year ended June 30, 1989**

	Amended budget	Actual	Encumbrances June 30, 1989	Variance
				favorable (unfavorable)
<b>Revenues:</b>				
Taxes	\$19,291,152	18,366,984	—	(924,168)
Licenses and permits	1,942,807	1,797,764	—	(145,043)
Fines and forfeits	351,762	395,194	—	43,432
Use of property and money	406,408	563,667	—	157,259
Intergovernmental	1,058,609	1,071,301	—	12,692
Current service charges	538,905	605,813	—	66,908
Education including state and federal grants	2,657,218	2,713,712	—	56,494
Other revenue	60,900	93,277	—	32,377
Total revenues	26,307,761	25,607,712	—	(700,049)
<b>Expenditures and encumbrances:</b>				
General government:				
City council	53,400	53,491	—	(91)
Executive department	117,207	121,273	—	(4,066)
Finance department	221,122	198,590	1,391	21,141
Tax collection	80,191	76,681	2,867	643
Assessing division	124,330	79,517	391	44,422
City clerk	76,902	72,836	3,784	282
Elections	19,079	14,389	—	4,690
Legal department	58,800	72,211	—	(13,411)
Insurance and retirement	1,359,400	1,408,759	—	(49,359)
Public building maintenance	171,546	173,062	100	(1,616)
Total general government	2,281,977	2,270,809	8,533	2,635
Public safety:				
Police administration	2,024,560	1,951,127	70,213	3,220
Parking	89,889	84,574	—	5,315
Outside services	40,000	26,109	—	13,891
Fire administration	1,631,649	1,586,052	10,709	34,888
Civil defense	13,845	12,107	1,059	679
Total public safety	3,799,943	3,659,969	81,981	57,993
Public works:				
Administration and operations	2,396,164	2,316,155	73,191	6,818
Engineering	172,378	163,426	—	8,952
Garage	118,812	85,494	—	33,318
Snow removal	78,500	77,934	—	566
Cemetery	139,004	127,285	1,299	10,420
Total public works	2,904,858	2,770,294	74,490	60,074

**Statement of Revenues, Expenditures and Encumbrances — Budget and Actual — General Fund — Budget Basis, Continued**

	Amended budget	Actual	Encumbrances June 30, 1989	Variance
				favorable (unfavorable)
<b>Culture and recreation:</b>				
Parks and recreation	\$ 121,078	115,910	346	4,822
Parks maintenance	116,052	103,585	2,008	10,459
Butterfield gym	108,055	103,088	—	4,967
Indoor pool	176,375	171,018	5,997	(640)
Cuppie pool	50,045	40,847	2,036	7,162
Summer camp	18,149	16,181	80	1,888
Library	348,906	340,800	751	7,355
Total culture and recreation	938,660	891,429	11,218	36,013
Community services:				
Planning department	157,087	143,992	3,706	9,389
Building inspection	123,008	119,882	89	3,037
Zoning department	4,795	3,646	—	1,149
Conservation	1,850	1,374	—	476
Civic promotions	109,516	93,512	5,800	10,204
Hist Comm	9,800	9,563	476	(239)
Economic development	71,221	70,643	—	1,078
Total community services	477,777	442,612	10,071	25,094
Human services:				
Education	13,257,279	13,130,683	68,896	57,700
Health department	11,859	11,921	—	(62)
Welfare department	140,454	141,601	—	(1,147)
Youth resources	98,221	95,076	165	2,980
Total human services	13,507,813	13,379,281	69,061	59,471
Debt service	1,201,179	1,206,276	—	(5,097)
Intergovernmental	1,650,750	1,650,750	—	—
Other	394,804	397,023	18,276	(20,495)
Total expenditures and encumbrances	27,157,761	26,668,443	273,630	215,688
Excess (deficiency) of revenues over expenditures	(850,000)	(1,060,731)	(273,630)	(484,361)
Other financing sources — budgeted utilization of fund balance	850,000	850,000	—	—
Excess (deficiency) of revenues and other sources over expenditures and other uses	\$ —	(210,731)	(273,630)	(484,361)

See accompanying notes to general purpose financial statements.

cases to 60 days. Certain employees may carry over earned vacation days and may be compensated for up to thirty days upon termination.

At June 30, 1989, the vested portion of vacation and sick pay for non-enterprise fund employees has been recorded as a liability of the general fund to the extent that it is expected to be paid with available expendable resources and the General Long-term Debt Group for the remainder. The vested portion attributable to Enterprise Fund employees has been recorded in the respective fund.

**(i) Advances to/from Other Funds**

Amounts owed to the general fund by the arena enterprise fund that are not considered collectible in the next fiscal year have been reported as advances. The fund balance of the general fund has been reserved for the amount advanced to other funds.

**(j) Total Columns on Combined Statements**

Total columns on the combined statements are captioned "Memorandum Only" to indicate that they are presented only to facilitate financial analysis. Data in these columns does not present financial position, results of operations, or changes in financial position in conformity with generally accepted accounting principles. The data is not comparable to a consolidation. Interfund eliminations have not been made in the aggregation of this data.

**2. Cash and Investments**

The City maintains separate deposit accounts for the general fund, trust funds and agency funds. All deposits are held in federally insured depositories. Deposits in excess of federal depository insurance coverage are not secured by collateral.



At June 30, 1989, the carrying amount of deposits totalled \$570,186 for all funds. The bank balances totalled \$2,271,596. The difference of \$1,780,138 is attributable to outstanding checks. Of the bank balance, \$271,277 was covered by federal deposit insurance with the remaining balance uninsured and uncollateralized.

Investments are limited to investments in certificates of deposit, mutual funds and corporate bonds.

The City's investments are categorized below considering insurance or securities held as collateral to give an indication of the level of risk assumed by the entity at year end. Category 1 includes investments that are insured or registered or for which the collateralizing securities are held by the City or its agent in the City's name. Category 2 includes uninsured and unregistered investments for which the collateralizing securities are held by the broker's or dealer's trust department or agent in the City's name. Category 3 includes uninsured and unregistered investments for which no collateralizing securities are held in the City's name by the broker or dealer, or by its trust department or agent.

Investments in mutual funds are not categorized.

Under the statutes of the State of New Hampshire, the City may invest excess funds in short-term obligations of the U.S. Government, in deposits with savings banks incorporated in the state or in certificates of deposits of state incorporated banks, or national banks incorporated in New Hampshire or Massachusetts.

	Category				Carrying amount	Market value
	1	2	3	Other		
<b>General Fund</b>						
Certificate of deposit	\$300,000	—	5,522,000	—	5,822,000	5,822,000
Money market account	—	—	300,000	—	300,000	300,000
	<u>300,000</u>	<u>—</u>	<u>5,822,000</u>	<u>—</u>	<u>6,122,000</u>	<u>6,122,000</u>
<b>Trust Funds</b>						
Certificates of deposit	200,000	—	20,000	—	220,000	220,000
Corporate bonds	255,794	—	—	—	255,794	223,190
Mutual funds	—	—	—	341,222	341,222	343,360
	<u>455,794</u>	<u>—</u>	<u>20,000</u>	<u>341,222</u>	<u>817,016</u>	<u>786,550</u>
	<u>\$755,794</u>	<u>—</u>	<u>5,842,000</u>	<u>341,222</u>	<u>6,939,016</u>	<u>6,908,550</u>

## City of Dover, New Hampshire Statement of Revenues, Expenditures and Encumbrances Budget and Actual – Certain Special Revenue Funds -- Budget Basis

Year ended June 30, 1989

	Budget	Actual	Encumbrances June 30, 1989	Variance favorable (unfavorable)
<b>Cafeteria fund:</b>				
Revenues:				
Intergovernmental	\$190,000	164,372	—	(25,628)
Sales and Service charges	418,000	420,482	—	2,482
Total revenues	<u>608,000</u>	<u>584,854</u>	<u>—</u>	<u>(23,146)</u>
<b>Expenditures and encumbrances:</b>				
Personal service	277,125	288,498	—	(11,373)
Supplies and materials	291,250	289,450	—	1,800
Charges and services	27,100	22,918	—	4,182
Capital outlay	8,600	2,288	—	6,312
Total expenditures and encumbrances	<u>604,075</u>	<u>603,154</u>	<u>—</u>	<u>921</u>
<b>Excess of revenues over (under) expenditures</b>	<u>\$3,925</u>	<u>(18,300)</u>	<u>—</u>	<u>(22,225)</u>
<b>School Categorical aid fund-- revenue-intergovernmental</b>				
	351,975	630,545	—	278,570
<b>Expenditures and encumbrances:</b>				
ECIA I	161,232	212,695	5,447	(56,910)
ECIA II	41,000	84,667	3,852	(47,519)
Vocational	45,185	123,868	9,695	(88,378)
Adult basic	45,000	73,894	1,868	(30,762)
Adult vocational	17,000	27,935	967	(11,902)
Handicapped	42,558	85,260	3,439	(42,702)
Gifted and talented	—	4,402	—	(7,841)
Total expenditures and encumbrances	<u>351,975</u>	<u>612,721</u>	<u>25,268</u>	<u>(286,014)</u>
<b>Excess of revenue over expenditures</b>	<u>\$ —</u>	<u>17,824</u>	<u>(25,268)</u>	<u>(7,444)</u>

See accompanying notes to general financial statements.

### 3. Property Taxes

Property taxes were committed on November 4, 1988 and were due in two installments on December 5, 1988 and June 1, 1989. Taxes unpaid by December 5, 1988 and June 1, 1989 accrued interest at 12% until September 29, 1989. A tax lien was recorded on all properties with taxes unpaid as of September 29, 1989 at which time interest began accruing at 18%.

The City recognized as revenue all taxes collected through the date that tax liens were placed. Typically, liens are placed on or near the last day of August of each year. However, due to a delay in receipt of software, tax liens were not taken until the end of September. Taxes receivable uncollected as of September 29, 1989 are recorded as deferred revenue. The delay did not materially affect the amount of revenue recorded on delinquent taxpayers' properties.

### 4. Due from Federal and State Governments

In the general fund, \$62,848 due from federal and state governments represents state aid for education. In the capital projects fund, \$86,300 is due from the federal government under a grant for the construction of a secondary waste water treatment facility. In the special revenue fund, \$52,196 due from state and federal governments

represents amounts due under various expenditure driven grants.

### 5. Property, Plant and Equipment

Recorded property of the enterprise funds at June 30, 1989 consisted of the following:

	Water	Arena	Sewer	Total
Land	\$134,491	—	—	134,491
Buildings	915,624	717,616	599	1,633,839
Improvements other than buildings	5,322,595	20,315	758,600	6,101,510
Machinery and equipment	1,232,220	136,377	79,507	1,448,104
Accumulated depreciation	(2,652,300)	(294,626)	(30,212)	(2,977,138)
	4,952,630	579,682	808,494	6,340,806
Construction in progress	817,336	—	—	817,336
	<u>\$5,769,966</u>	<u>579,682</u>	<u>808,494</u>	<u>7,158,142</u>

Interest in the amount of \$53,619 was capitalized in 1989.

The City does not maintain records of the majority of

the property owned by the Sewer Enterprise Fund; therefore, the cost of those assets, associated depreciation expense, accumulated depreciation and contributed capital are not reported in the accompanying financial statements as required by generally accepted accounting principles. In 1988, the City started capitalizing fixed assets of the sewer enterprise fund which were purchased through funds of the operating budget or contributed by

### 6. Long-term Debt

The following is a summary of changes in long-term debt for the year ended June 30, 1989:

	July 1, 1988	Additions	Retirements	June 30, 1989
<b>General long-term debt</b>				
Account group:				
Accrued sick and vacation leave	\$829,644	939,805	475,951	1,293,498
Bond anticipation notes	—	3,500,000	—	3,500,000
General obligation bonds	10,522,796	3,506,000	1,268,759	12,760,037
	<u>11,352,440</u>	<u>7,945,805</u>	<u>1,744,710</u>	<u>17,553,535</u>
<b>Enterprise funds:</b>				
Accrued sick and vacation leave	83,121	81,345	67,441	97,025
Bonds payable	2,002,666	1,251,000	224,704	3,028,962
	<u>\$13,438,227</u>	<u>9,278,150</u>	<u>2,036,855</u>	<u>20,679,522</u>

As of June 30, 1989, bonded debt consisted of the following general obligation bonds:

	Due date	Date of issue	Amount issued	Interest rate	Balance General city	Enterprise funds	June 30, 1989
Public improvements	01/01/90	01/01/75	\$ 250,000	6.01	15,000	—	15,000
Public improvements	07/01/90	08/07/80	220,000	6.65	40,000	—	40,000
Public improvements	07/15/92	07/15/82	2,000,000	10.55	422,000	358,000	780,000
Public improvements	07/15/98	07/28/83	1,740,000	5.07-9.07	773,260	376,740	1,150,000
Public improvements	02/15/00	02/15/85	3,300,000	8.09-9.00	2,068,977	226,022	2,294,999
Public improvements	11/15/00	11/15/85	2,159,000	8.06-8.05	1,097,800	607,200	1,705,000
Public improvements	07/15/02	06/16/87	1,788,000	5.04-8.01	1,445,000	210,000	1,655,000
Public improvements	07/15/03	07/08/88	3,462,000	7.19	2,211,000	1,251,000	3,462,000
Sewer improvements	12/01/90	12/01/75	2,279,000	5.75	300,000	—	300,000
Sewer improvements	03/01/96	03/01/78	2,260,000	4.08	700,000	—	700,000
Sewer improvements	07/01/99	01/01/79	626,000	5.77	300,000	—	300,000
Sewer improvements	07/15/03	07/08/88	1,295,000	6.98	1,295,000	—	1,295,000
School improvements	07/01/95	08/07/80	2,000,000	7.32	920,000	—	920,000
School improvements	12/23/92	12/23/87	42,722	—	34,000	—	34,000
School improvements	06/30/93	06/30/88	49,740	—	38,000	—	38,000
Hospital improvements	01/01/99	12/01/75	2,700,000	7.02	1,100,000	—	1,100,000
			<u>\$26,171,462</u>		<u>12,760,037</u>	<u>3,028,962</u>	<u>15,788,999</u>

The following bond anticipation note was outstanding as of June 30, 1989:

	Due date	Date of issue	Amount issued	Interest rate	Balance General city	Enterprise funds	June 30, 1989
Bond anticipation note	02/07/90	04/13/89	\$ 3,500,000	7.5	3,500,000	—	3,500,000

### 6. Long-term Debt (Continued)

The full faith, credit and revenue-raising powers of the City have been pledged against these bonds. The debt service requirements for the above bonds as of June 30, 1989 are as follows:

Long-term debt account groups:

Period	Principal	Interest	Total
For the years ending June 30:			
1990	\$1,457,097	912,202	2,369,299
1991	1,437,074	808,746	2,245,820
1992	1,262,074	710,359	1,972,433
1993	1,264,075	616,847	1,880,922
1994	1,103,575	529,318	1,632,893
1995-1999	4,420,069	1,525,709	5,945,778
2000 and thereafter	<u>1,816,073</u>	<u>291,298</u>	<u>2,107,371</u>
Total long-term debt account group	<u>12,760,037</u>	<u>5,394,479</u>	<u>18,154,516</u>
<b>Enterprise funds:</b>			
For the years ending June 30:			
1990	298,403	231,498	529,901
1991	310,926	206,565	517,491
1992	310,926	180,590	491,516
1993	303,925	154,990	458,915
1994	215,925	133,812	349,737
1995-1999	1,009,930	425,279	1,435,209
2000 and thereafter	<u>578,927</u>	<u>93,886</u>	<u>672,813</u>
Total enterprise funds	<u>3,028,962</u>	<u>1,426,620</u>	<u>4,455,582</u>
Total	<u>\$15,788,999</u>	<u>6,821,099</u>	<u>22,610,098</u>

Bond anticipation notes in the amount of \$3,500,000 as of June 30, 1989 are for the construction of a waste water treatment facility. The notes will be refinanced on a short-term basis until completion of the project, at which time the outstanding obligation will be bonded. Interest in the amount of \$160,000 related to these bond anticipation notes will be due on February 7, 1990.

### 7. Changes in Contributed Capital and Retained Earnings

A schedule of changes in enterprise fund contributed capital and retained earnings is presented below:

	Contributed capital	Retained earnings	Total
Balance, July 1, 1988	\$2,111,031	5,322,933	7,433,964
Capital contributions	113,421	—	113,421
Net income	—	480,50	480,501
	2,224,452	5,803,434	8,027,886
Depreciation on contributed assets	(48,542)	48,542	—
	<u>\$2,175,910</u>	<u>5,851,976</u>	<u>8,027,886</u>

developers, and recorded the associated depreciation. The City does not maintain a record of its general fixed assets. Expenditures for property and equipment incurred in the general fund are charged against departmental operations whenever such items are purchased. As a result, the financial statements do not include a general fixed asset group of accounts as required by generally accepted accounting principles.

Sewer Fund related bonds having a principal balance of \$7,148,184 at June 30, 1989 are accounted for in the General Long-term Debt Account Group rather than in the Sewer Enterprise Fund as required by generally accepted accounting principles. Additions to accrued sick and vacation leave in the general long-term debt account group include amounts awarded to police and firefighters for service provided in prior years.

The City is subject to state law which limits debt outstanding to a percentage (depending on how funds will be used) of its last full state valuation. Debt incurred for state required sewerage systems is not subject to the limit. The following is a summary, by purpose, of the outstanding debt of the City at June 30, 1989 and related limitations.

Purpose	Maximum debt limit	Applicable bonds outstanding at June 30, 1989
Municipal	\$21,460,826	6,705,630
School	85,843,302	1,697,228
Water	122,633,289	2,622,958
Self-supporting hospital bonds	—	1,100,000
Not subject to limitation	—	3,663,183
	<u>\$229,937,417</u>	<u>15,788,999</u>

Tax anticipation notes authorized but unissued at June 30, 1989 amounted to \$4,000,000. Bonds authorized but unissued at June 30, 1989 amounted to \$30,838,492 for a waste water treatment plant and other public improvements.

Should default occur, the City would be liable for its proportional share of any defaulted debt of Strafford County as follows:

Tax anticipation notes	\$7,300,000
Bonds	3,625,000
	10,925,000
City of Dover share	<u>26,482,26</u>
	<u>\$2,893,159</u>



**8. Retained Earnings/Fund Balance Deficits**  
The following individual funds had deficits in retained earnings/fund balance at June 30, 1989.

General Fund	<u>\$392,978</u>
Enterprise funds—Dover Ice Arena Fund	<u>\$94,973</u>
Internal service funds—Garage revolving fund	<u>\$108,412</u>
Special revenue funds: Literary Coop Literary Costs	1,955
Coastal Land Acquisition Study	<u>10,000</u>
	<u>\$11,955</u>

Capital projects funds: Capital improvements 1989	328,185
Regional vocational center	<u>50,636</u>
	<u>\$378,821</u>

Collection of outstanding property taxes will fund the general fund deficit. The City intends to fund deficits in the enterprise funds and internal service funds through user fees. Deficits of the special revenue funds will be funded primarily through federal grants. On July 5, 1989, the City issued bonds in the amount of \$2,800,000 which will be used to fund deficits in the capital improvements funds. The Regional Vocational Center deficit will be funded through state grants.

cost for teachers, firefighters, and police officers employed by political subdivisions. The State does not participate in funding the employer cost of other political subdivision employees.

For fiscal year ended June 30, 1989, total employer rates were 2.47% of member gross earnings on behalf of state and political subdivision employees; .79% on behalf of teachers of which .51% was paid by the direct employer and .28% by the State; 13.99% on behalf of firefighters of which 9.09% was paid by the direct employer and 4.9% by the State; and 8.2% on behalf of police officers of which 5.3% was paid by the direct employer and 2.9% by the State.

The amount of the actuarially determined contribution requirement for 1989 was \$362,515 which represents 2.51% of total covered payroll for the year. The total actuarially determined contribution requirements for all members entities is not available.

The pension benefit obligation which is the actuarial present value of credited projected benefits, is a standardized disclosure measure of the present value of pension benefits adjusted for the effects of projected salary increase and any step-rate benefits estimated to be payable in the future as a result of employee service to date. The total pension benefit obligation for the New Hampshire Retirement System at June 30, 1988 was \$870,652,255. Net assets available for those benefits were \$866,688,058.

Trend information gives an indication of the progress made in accumulating sufficient assets to pay benefits when due. Generally accepted accounting principles require the disclosure of certain trend information for ten years in the Public - Employee Retirement System's financial statements. The financial statements of the New Hampshire Retirement System for the year ended June 30, 1988 include the required trend information for 1987 and 1988 since those are the only years for which it is available.

**11. Wentworth-Douglass Hospital**

The Wentworth-Douglass Hospital reimburses the City each year for the principal and interest payments on general obligation bonds issued by the City on behalf of the Hospital in prior years. The Hospital is a separate legal entity based on the criteria used to determine the reporting entity described in note 1. As such, its operations are not included in the accompanying financial statements.

**12. Self-insurance**

The City is a self-insurer of workers' compensation for all City employees, contracting with an insurance carrier for excess liability coverage. Under the terms of its insurance coverage, the City is liable for \$300,000 per incident and the greater of \$900,000 or 100% of the normal premium estimated at \$1,058,778 in the aggregate for claims that arise during each two-year contract period. The insurer's limit of liability is \$3,000,000.

Funding of the workers' compensation internal service fund is through interfund transfers from the general fund and enterprise funds. The City transferred \$94,000 during the year ended June 30, 1989. Retained earnings includes \$300,000 appropriated for future claim payments. Fund activity for the year ended June 30, 1989 was as follows:

Retained earnings, July 1, 1988	\$347,211
Interfund transfers	94,000
Claims paid	<u>(85,797)</u>
Other expenses	<u>(53,482)</u>

Retained earnings, June 30, 1989	<u>\$301,932</u>
----------------------------------	------------------

**13. Commitments and Contingencies**

**Secondary Treatment Facility**  
The City of Dover entered into a consent decree effective September 25, 1987 with the U.S. Environmental Protection Agency and the State of New Hampshire to settle claims that the City has violated the federal and state Clean Water Act statutes and regulations. Under the provisions of the decree, the City has agreed to construct a secondary treatment facility in accordance with a stipulated time schedule that will result in completion of the facility in 1992, and comply with interim efficient discharge levels as stated in the decree.

Failing to comply with the provisions of the decree will result in stipulated penalties. At June 30, 1989, the City is in compliance with the decree.

The preliminary estimate of the cost of the secondary treatment plant is approximately \$34,300,000. The City expects that the federal and state governments will participate in funding the cost of the new plant and that its share of the cost will be approximately \$1,700,000. The City has reported approximately \$23,000,000 associated with current contracts as an encumbrance of the Capital Projects Fund.

**Tolend Landfill**

The City of Dover has been identified as a potentially responsible party for the Tolend landfill hazardous waste site. Studies of this site are currently in the preliminary stages. The City and eight companies have entered into a Consent Order with the EPA and the State of New Hampshire in settlement of certain claims arising out of the studies. Pursuant to the order, the City contributed \$400,000 to a trust fund to be used to reimburse the EPA and the State for the cost incurred to date.

The consent order addresses only costs associated with the remedial investigation and feasibility studies and does not consider any potential remediation or the associated cost. An estimate of the cost of any required remediation

or its allocation among potentially responsible parties cannot be made at this time.

**Federally Assisted Programs**

The City participates in a number of federally assisted grant programs, principal of which are the Community Development Block Grant, National School Lunch and Education and Consolidation Improvement Act - Chapter I programs.

These programs are subject to financial and compliance audits by the grantors or their representatives, accordingly, the City's compliance with applicable grant requirements will be established at some future date. The amount, if any, of expenditures which may be disallowed by the granting agencies upon audit cannot be determined at this time although the City expects such amounts, if any, to be immaterial.

There are various additional suits and claims pending against the City which arise in the normal course of the City's activities. In the opinion of counsel and City management, the ultimate disposition of these various claims and suits will not have a material effect on the financial position of the City.

**Independent Auditors' Report**

Honorable Mayor and City Council  
City of Dover, New Hampshire:

We have audited the general purpose financial statements of the City of Dover, New Hampshire, as of and for the year ended June 30, 1989, as listed in the accompanying table of contents. These general purpose financial statements are the responsibility of the City's management. Our responsibility is to express an opinion on these general purpose financial statements based on our audit.

We conducted our audit in accordance with generally accepted auditing standards and Government Auditing Standards, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the general purpose financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the general purpose financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

As described more fully in note 5, the financial statements referred to above do not include the General Fixed Asset Group of Accounts nor do they include the majority of the fixed assets, associated depreciation expense, accumulated depreciation or contributed capital of the Sewer Enterprise Fund, as required by generally accepted accounting principles.

As more fully described in note 6, certain outstanding long-term debt of the Sewer Enterprise Fund is accounted for in the General Long-term Debt Group of Accounts, although generally accepted accounting principles require that such debt be included in the financial statements of the Sewer Enterprise Fund.

In our opinion, except for the effects of the matters referred to in the third and fourth paragraphs above, the general purpose financial statements referred to above present fairly, in all material respects, the financial position of the City of Dover, New Hampshire at June 30, 1989 and the results of its operations and the changes in financial position of its proprietary and similar trust fund types for the year then ended in conformity with generally accepted accounting principles.

As discussed in note 13, the City has received notice from the United States Environmental Protection Agency that it is liable for a portion of the cost of investigation and clean-up of a land fill site. The ultimate cost to the City resulting from the above action is not determinable. Accordingly, no liability nor loss that may result from this action has been recognized in the accompanying financial statements.

Our audit was made for the purpose of forming an opinion on the basic financial statements taken as a whole. The supplementary information included in the schedules listed in the Table of Contents is presented for purposes of additional analysis and is not a required part of the basic financial statements. Such information has been subjected to the auditing procedures applied in the audits of the basic financial statements and, in our opinion, is fairly presented in all material respects in relation to the basic financial statements taken as a whole.

**9. Segment Information for Enterprise Funds**

The City maintains four enterprise funds which provide water, sewer, recreational services and assistance in the development of an industrial development park. Financial information of the separate funds for the year ended June 30, 1989 on the basis of accounting described in note 1 was as follows:

**City of Dover, New Hampshire**

Assets	Water fund	Sewer fund	Arena fund	Industrial Development fund	Total enterprise funds
Cash	\$ —	—	278	—	278
Accounts receivable	114,423	189,277	6,502	—	310,202
Unbilled revenue	261,000	363,000	—	—	624,000
Note receivable	—	—	—	91,350	91,350
Due from other funds	1,770,266	868,956	—	441,527	3,080,749
Inventories	174,920	32,410	4,860	—	212,190
Investment in land	—	—	—	60,990	60,990
Property, net (note 5)	5,769,966	808,494	579,682	—	7,158,142
Total assets	<u>\$ 8,090,575</u>	<u>2,262,137</u>	<u>591,322</u>	<u>593,867</u>	<u>11,537,901</u>
<b>Liabilities and Fund Equity</b>					
<b>Liabilities:</b>					
Accounts payable	\$ 90,574	18,265	1,801	—	110,640
Accrued liabilities:					
Compensated absences	47,654	27,004	22,367	—	97,025
Other	93,873	13,638	8,671	9,259	125,441
Advance from other funds	—	—	147,947	—	147,947
Bonds payable	2,622,958	—	184,629	221,375	3,028,962
	<u>2,855,059</u>	<u>58,907</u>	<u>365,415</u>	<u>230,634</u>	<u>3,510,015</u>
<b>Fund equity:</b>					
Contributed capital	1,012,901	842,129	320,880	—	2,175,910
Retained earnings (deficit) unappropriated	4,222,615	1,361,101	(94,973)	363,233	5,851,976
	<u>5,235,516</u>	<u>2,203,230</u>	<u>225,907</u>	<u>363,233</u>	<u>8,027,886</u>
Total liabilities and fund equity	<u>\$ 8,090,575</u>	<u>2,262,137</u>	<u>591,322</u>	<u>593,867</u>	<u>11,537,901</u>
Net working capital	<u>\$ 2,088,508</u>	<u>1,394,736</u>	<u>(21,199)</u>	<u>523,618</u>	<u>3,985,663</u>
Current capital contributions	<u>\$ 67,381</u>	<u>46,040</u>	<u>—</u>	<u>—</u>	<u>113,421</u>
Additions to property, plant and equipment	<u>\$ 776,947</u>	<u>62,491</u>	<u>34,467</u>	<u>—</u>	<u>873,905</u>
<b>Operating revenues—charges for service:</b>	<u>\$1,173,001</u>	<u>1,600,187</u>	<u>356,910</u>	<u>6,200</u>	<u>3,136,298</u>
<b>Operating expenses:</b>					
Personal services	337,228	360,347	207,595	—	905,170
Contractual services:	57,569	95,874	8,879	—	162,322
Equipment and supplies	53,012	91,701	46,809	—	191,522
Maintenance and repairs	64,951	54,938	3,947	—	123,836
Development and capital outlay	—	3,460	200	—	3,660
Utilities	148,924	65,863	68,791	—	277,578
Depreciation	248,798	21,745	37,646	—	308,189
Other	42,671	53,873	8,291	428	105,263
Total operating expenses	<u>953,153</u>	<u>747,801</u>	<u>376,158</u>	<u>428</u>	<u>2,077,540</u>
Operating income (loss)	<u>219,848</u>	<u>852,386</u>	<u>(19,248)</u>	<u>5,772</u>	<u>1,058,758</u>
<b>Nonoperating revenues (expenses):</b>					
Interest revenue	—	—	—	9,749	9,749
Interest expense	<u>(156,210)</u>	<u>—</u>	<u>(14,344)</u>	<u>(19,795)</u>	<u>(190,349)</u>
Total nonoperating revenues (expenses)	<u>(156,210)</u>	<u>—</u>	<u>(14,344)</u>	<u>(10,046)</u>	<u>(180,600)</u>
Income (loss) before operating transfers	63,638	852,386	(33,592)	(4,274)	878,158
Operating transfers-in (out)	—	<u>(936,957)</u>	<u>(700)</u>	<u>—</u>	<u>(397,657)</u>
Net income (loss)	63,638	455,429	(34,292)	(4,274)	480,501
Add depreciation on contributed assets	<u>14,933</u>	<u>15,172</u>	<u>18,437</u>	<u>—</u>	<u>48,542</u>
Increase (decrease) in retained earnings	78,571	470,601	(15,855)	(4,274)	529,043
Retained earnings, July 1, 1988	<u>4,144,044</u>	<u>890,500</u>	<u>(79,118)</u>	<u>367,507</u>	<u>5,322,933</u>
Retained earnings, June 30, 1989	<u>\$4,222,615</u>	<u>1,361,101</u>	<u>(94,973)</u>	<u>363,233</u>	<u>5,851,976</u>

**10. Defined Benefit Pension Plan**

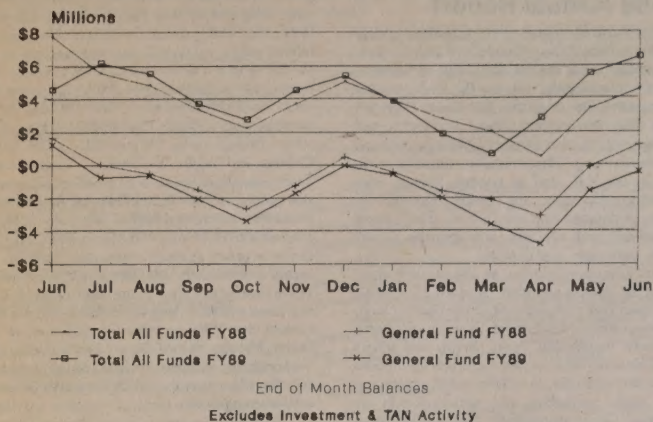
All full time employees of the City participate in the New Hampshire Retirement System, which is a contributory, cost sharing multiple employer Public Employee Retirement System. The City's payroll for employees covered by the System for the year ended June 30, 1989 was \$14,477,159, total City payroll for the year was \$15,875,856. The plan provides disability, death and retirement service and vested benefits to members and beneficiaries. The New Hampshire Retirement System is divided into two groups: Group I - employee and teachers, Group II - firefighters and police officers. The system's benefit retirement income for Group I members is integrated with social security coverage. Group II members are exempt from participation in social security.

Members with ten or more years of creditable service who terminate before qualifying for a retirement allowance are vested in a pro-rated pension at the normal retirement age. The benefit provisions are established by statute.

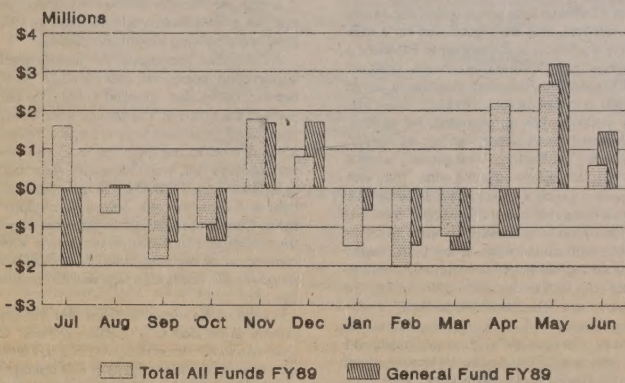
The Plan is an actuarial reserve system financed by contributions from the member, the state and local employers and investment experience. By statute, Group I members (employees, teachers) contribute 5.0% of gross earnings up to the social security taxable wage limit with 9.2% on the excess; Group II members (firefighters, police officers) contribute 9.3% of gross earnings. Contributions required to cover that amount of cost not met by the members' contributions is determined annually by the System's actuary. The state funds 35% of the employer



## City of Dover Cash Flow Balances



## Monthly Cash Receipts Less Disbursements



## Criminal Activity

**Statistics:** 3,604 crimes were reported in 1988, representing a 5% increase in crimes reported in 1987. Specific categories showing significant increases included forgery, up 51%, bad check offenses, up 142%, and disorderly conduct offenses up 27%. Also increasing in 1988 were the categories of possession and sale of narcotics, up by 106% and 708% respectively. Conversely, there was a decrease in some specific categories of crime including burglary, down 34%, theft down 22%, auto theft down 19%, and vandalism 16%.

**Arrest:** There were 1,547 arrests made in 1988, representing a 17% increase in arrests made in 1987. Correspondingly, offenses cleared by arrest increased by 33% over 1987.

**Investigations:** During 1988, the Bureau of Special Investigations worked on several major investigations. These included the Stacia Riley murder, cleared with the arrest of three local youths, a murder-suicide, which after investigation appeared to be drug related. Drug investigations continued to demand a great deal of investigative time in 1988. In two of the many drug investigations during the year, 74 individuals were arrested on various charges. One case involves the largest number of persons ever arrested in one sweep in Dover, and drugs including "crack", cocaine, heroin, mushrooms and other drugs were seized. The volume of drug trafficking in Dover continues to dictate its high priority and dedication of manpower.

**Prosecution:** 1988 saw 5,931 being presented to the Dover District Court, representing a 24% increase over 1987. These cases resulted in 712 trials, a 13% increase over 1987. Conversely, there was a 13% decrease in cases resulting in a not guilty finding. As a result of the presented to the court, the court imposed 9,973 days of House of Correction time, 3,347 days of supervised probation and 57,603 of license revocation.

## Traffic And Parking

**Traffic:** 11,924 vehicles were stopped in 1988, resulting in 5,286 traffic summonses being issued, a 71% increase over 1987. Of these, 2,238 were for excessive speed violations, additionally, 266 persons were arrested for driving while intoxicated, a 41% increase over arrests for driving while intoxicated in 1987. 432 persons were arrested for other liquor law violations. Although arrests and summons activity increased, traffic warnings also increased, up by 60% in 1988 over 1987. In spite of these increased enforcement efforts, traffic accidents in Dover also increased, up by 1% overall in 1987.

**Parking:** 23,792 tags were issued in 1988 representing a 35% increase over tickets issued in 1987. Total parking revenue generated for 1988 totalled \$251,074, a 97% increase over revenues generated in 1987. During 1988, the City Council ordered the metering of the Belknap parking lot, making that lot consistent with other revenue generating lots. Also during 1988, the Police Department, at the request of the Parking and Traffic Committee, submitted a plan for the installing of on-street parking meters for the downtown area. This metering plan had also been recommended by the Wilbur-Smith Associates, a consulting engineering firm hired by the City to investigate the issue of parking in the downtown area.

## Training

During 1988, department training included specialized investigative techniques, supervisory training, advanced management training, critical incident response training and others. Also during 1988, the Police Department began the development of its computer aided training (CAT) program. This program now allows officers to receive necessary on-going training and examination without taking away from the valuable shift briefing time. The training/personnel bureau also began a program to computerize personnel files, making the processing of these files more efficient, and storage of the information more reliable.

## Administration

The Police Department's computerization program made great strides in 1988 in addition to those items mentioned above. This involved the up-grading of the data base and operating system providing additional storage for files, and more efficient retrieval of information. Programs developed in 1988 included the CAT system previously mentioned, as well as an improved police report system, on-line prisoner booking system, personnel and training records management and parking system management. This computerization has aided in maintaining our level of service in spite of increased demands placed on the police department.

In October of 1988, Chief Charles D. Reynolds became the President of the International Association of Chiefs of Police, a worldwide organization of police chiefs and administrators. His election to this position was not only a tribute to Chief Reynolds, but an honor for the police department and the entire community. Chief Reynolds was the first New Hampshire Police Chief to obtain this title.

During 1988 the following employees were recognized for perfect attendance:

Captain Gary J. DeCollmacker, Sergeant Joseph T. McGivern, Sergeant Frank R. Santin, Jr., Sergeant John J. MacLellan, Supervisor Carey R. Beaulieu, Supervisor Roland R. Moran, Detective Charles Maglaras, Officer Heather A. Sobek-Mahoney, Dispatcher John R. Carmichael, Dispatcher Phyllis C. Tasker, Parking Enforcement Officer James L. Bragdon, Executive Secretary Catherine M. Kageleiry, and File Clerk Rose M. Lister.

Additionally, other officers were recognized for perfect attendance as follows:

Two years in a row, Sergeant Brian P. Estee, Supervisor Joseph S. DiGregorio, Sr., Officer William C. Simons, Fleet Mechanic Wayne H. Reynolds, Secretary Gloria A. Kathios, five years in a row, Captain William W. Fenniman, Jr.; seven years in a row, Captain Dana C. Mitchell.

The most significant achievement on part of the police department in 1988 was the awarding of national accreditation by the Commission on Accreditation for Law Enforcement Agencies Incorporated. This two-year process brought the police department into compliance with over 900 nationally accepted law enforcement standards, and made the Dover Police Department the first accredited law enforcement agency in the State of New Hampshire.

## Superintendent of Schools Annual Report 1988-1989

The following report to the citizens of Dover highlights some of the activities, successes, and concerns of the School Department for 1988-1989. Those who have questions or who wish further information about the schools should not hesitate to call me at 742-6400.

### Funding

Nothing is more difficult than requesting funds to operate schools from taxpayers who already feel overwhelmed by their increasing property taxes. The school district must balance legitimate and mandated educational needs of children and the necessity to remain competitive in the labor market against the cries of increasingly vocal citizenry. Here in New Hampshire where state and federal funding account for only 7% and 3% respectively of local school budgets it is the local property tax which must carry the lion's share of the burden. I believe I can also speak for the School Committee when I say that every effort has been made and will be made to be sensitive to the concerns of taxpayers while we strive to provide for Dover an excellent educational system.

### Accountability

One of the methods used to assess the effectiveness of schools is to test the achievement of their students. Each year a statewide achievement testing program is administered to all students at grades 4, 8, and 10. While there are definite limitations to the conclusions one can draw from such tests, nevertheless at all three levels Dover students scored well above national averages in the battery totals and above the levels anticipated by the testing people. Once again math scores were especially good at all three levels, although elementary science is still a concern of ours. Special efforts are being made in science by utilizing the expertise of secondary level science teachers in the elementary schools. We hope to see the results of those efforts in future testing.

Scholastic Aptitude Tests, taken each year by high school juniors and seniors, do not measure student achievement but rather the potential of a student to succeed in college. Although not a valid indicator of a school's success, the results of the SATs for Dover High School's class of 1989 were gratifying. In both the verbal and mathematics sections Dover's scores were above national averages and higher than previous scores for the past several years.

### Elementary Space Needs

Clearly the school district's most pressing problem in 1988-1989 was the need for additional space at the elementary level. For a fourth straight year the enrollment at the elementary schools increased in 1988 adding 66 students to schools already feeling the effects of earlier growth. After several years and many committees a Joint Building Committee composed of three City Councilors, three School Committee members, and two citizen consultants agreed that a new elementary school should be built to accommodate 400-500 students. Following extensive interviews with architects and contractors the committee voted to present to the City Council a \$3.2 million estimate for the school, its equipment, site work and fees.

In February, 1989, a public meeting was held to discuss the space issue and address the Joint Building Committee's recommendation. Meanwhile, a counter proposal to add on to Home Street School was brought up, and the Council debated both approaches choosing finally to place the issue before the voters in a non-binding referendum at the next election. At year's end the Joint Building Committee had disbanded and the district was no closer to solving its elementary space problem.

### Regional Vocational Center

During the entire school year work progressed on the Dover High School Regional Vocational Center as teachers and students juggled space and time to allow the contracts to complete the project in time for the opening of school in September, 1989. Vocational students from Dover and surrounding schools will now have an extraordinary opportunity to be educated in up to date facilities. When similar construction projects are completed in Somersworth and Rochester local stu-

dents will have several more vocational opportunities available to them in our tri-city area.

### Recruiting

Dover experienced one of its best recruiting years in a long time in 1989 thanks largely to a competitive salary schedule for teachers. While certain positions, e.g. in special education, were harder to fill, the district enjoyed a good selection of candidates for nearly every vacancy, including over 180 candidates for four elementary openings. At the high school, however, we were unable to fill the position of principal after an initial search and had to reopen the position. Following a second search the School Committee named acting principal Greg Kageleiry to the permanent post, a good choice for both the school and the district.

### Dropout Survey

As part of our commitment to work more closely with students at risk the district this year conducted a study of Dover High School dropouts from 1987-1988. The goal of the project was to identify trends which would aid in the earlier identification and prevention of dropouts. While many of the 10.2% of the students who dropped out during the year had been in the district a very short time and while several of them would also return to school at a later date, the numbers were not encouraging. The survey concluded that the majority of Dover's dropouts historically had little success in a traditional school setting, had poor attendance records even in early grades, were fairly transient, had been retained in school at least once, and dropped out in grades nine or ten. As a result of the survey and of other information on our students at risk, the district has reexamined its practice of student retentions at the early grades and has reviewed its high school graduation requirements. In addition to our ongoing efforts to meet the needs of students at risk, the district joined with several other community organizations in supporting the purchase of a facility in the Mineral Park area which will serve as a site for an alternative school for such students.

### Substance Abuse Education

Recognizing that education is perhaps the most effective method of combating substance abuse, the district increased its efforts in 1988-1989 to alert students to the dangers of using drugs and alcohol. Elementary teachers are trained in the nationally recognized drug education curriculum "Here's Looking at You, 2000". Also at the elementary level drug education materials were distributed thanks to the generosity of organizations like Rotary and the Elks, and the District's task force on alcohol and drug abuse sponsored the city's first annual drug awareness day for sixth graders complete with a parade through downtown Dover and a field day at the high school. Thanks to the cooperation of the Dover Police Department Project D.A.R.E. (Drug Abuse Resistance Education) will be offered to Dover's sixth graders and junior high students beginning in September, 1989. The junior high school established a Substance Abuse Information Center, and the high school arranged to have a teacher available to students as a substance abuse counselor. At both the junior high and high school levels, in addition to ongoing classroom education on substance abuse, the students themselves are extremely active in peer organizations dedicated to keeping students off drugs.

### Junior High Reorganization

Much of the year at the junior high school was spent exploring alternatives to the existing organization and schedule in an effort to address more effectively the needs of individual students. The issues of how to group students and how to assign teachers came under special scrutiny, and it became clear that both teachers and community members were divided on the form the junior high should take in future years. It was a difficult year for the staff as they struggled to construct a plan which would be both educationally sound and acceptable to all parties. Following many meetings and two public hearings on the matter, the School Committee elected in April to postpone indefinitely a change in the structure of the junior high school. However the staff is currently in the process of addressing some of the original concerns in the hope that solutions can be found without a change in structure.

### Alternative Compensation Plan

As a result of previous contract negotiations between the School Committee and the Dover Teachers' Union the parties reached an agreement to study alternative compensation plans for teachers. After investigating numerous alternative pay plans, a committee composed of union and school department representatives recommended a plan entitled "Educational Career Incentives" which will recognize performance that is above and beyond the call of duty. The plan was presented to both the School Committee and the members of the Dover Teachers' Union in April, 1989, and will form the basis for negotiations on the subject to begin in the fall of 1989. The School Committee is also meeting with district administrators to develop a performance-based compensation plan for the administrators.

### Public Kindergarten

Although Dover has much to be proud of in its schools, the lack of a public kindergarten is a glaring shortcoming. New Hampshire is the only state in the union without a public kindergarten for virtually all its five year olds, but even in New Hampshire over half the children have public kindergartens available to them. While most of our children in Dover come from families able to provide them with private pre-school experiences, many do not. Public kindergarten should remain a priority for their sakes and the sake of the system.

In closing I would be remiss if I did not express my thanks to the many individuals who represent the strength of the school system — the teachers, staff members, and building administrators who work on behalf of the city and its children. They, together with an unselfish School Committee, are responsible for any success we might have. I appreciate their effort and that of the citizens of Dover.



## 1988 Annual Report

Health Officer inspects DayCare Centers, Nurseries, baby-sitting residences, Foster homes, school cafeterias, groceries, restaurants, lunch vans, clubs, home food preparation businesses, caterers as well as investigates all complaints such as septic tank failures, rats, roaches, and garbage pileups, etc... 85 complaints were received, 386 inspections were made and 2,950 miles were travelled in 1988.

## Department Of Parks & Recreation

### 1988-89 Annual Report

The Parks and Recreation Department experienced numerous changes this past year. The summer programs were under the supervision of Dan Raposa serving as Interim Assistant Director. Peter Driscoll took charge of a very successful playground program of 400+ youth. Morning activities were held at the neighborhood playgrounds and in the afternoon were based to Guppy Park for swimming, arts & crafts and other consolidated activities. Special events included weekly trips to the state parks, Henshey track & field, Cochecho Arts Fest, dance, carnival, and a final trip to Canobie Lake Park.

Camp Sun N Fun was directed by Donna Torressen and her staff. The day camp operated five days per week and was based at Bellamy Park. The campers were bused to the indoor pool for a combination of instructional and recreational swim. Special events included Henshey track & field, talent show, Cochecho Arts Fest, and weekly trips to state parks. The week ended with a barbecue and swimming at Guppy Park pool. The eight week program included forty-five to fifty campers each week.

The summer tennis program was conducted by Ms. Katie Grimes. Beginner through intermediate levels were offered to adults and youth. Evening lessons were held for the first time to accommodate working adults. A successful season concluded with a tournament for all those who participated in the summer program.

Fourth of July was celebrated with many activities for our playground and Camp Sun N Fun participants. Henshey track and field was held in the morning followed by a barbecue and water carnival at Guppy Park pool. Council members and advisory board members helped cook and feed three hundred youth. The evening festivities included a band concert and a spectacular fireworks display which was dedicated to our former director Donald Heyliger.

The aquatic facilities were under the supervision of Peg Richardson and Alison Spohrer. In addition to the recreational swim times, over 1,000 persons of all ages participated in one or more of our instructional programs. The Hydra-Fitness Program continues to be popular and much in demand. Our pools were utilized by physical education classes, school outings, the Granite State Swim Association, and the New Hampshire Special Olympic State Swim Meet.

The Butterfield Gym had an increase in attendance and programs. Our revenues increased from previous years. We offered a variety of sports and exercise activities to accommodate all ages. A school vacation camp was established and became very popular for the working parents. Our Halloween activities included window painting, pumpkin crafts, and a spook ride to Dracula's castle. Over three hundred braved the cold ride through the spooky woods to the haunted castle. For the Christmas season, our teen group decorated a float for the annual Christmas parade and the local elementary school choral groups entertained at the annual Christmas tree lighting. The tree welcomed everyone to this annual event as the youth of Dover decorated the tree. Santa made a surprise visit and handed out candy canes. The Santa calling program had a great response with over 400 calls on the lists. Thanks to the Dover-Durham Rotary Club for helping make this program a success.

The new year brought a new beginning for the department. After months of discussion and planning the department was reorganized. Thomas Mattson was hired as the assistant director while the other assistant director's position was eliminated and replaced with two recreation program supervisors. These positions have a more direct and hands on with the programs we offer. Donna Torressen was hired to handle arts and crafts and special programs. Jeff Heyliger was hired to handle sports and physical fitness programs. A fire of suspicious origin demolished the softball building at Guppy Park softball field. Plans to rebuild the Guppy Park softball building are underway. We received a small amount of insurance money and with the volunteer help from the men's softball league, this project should cost the city very little to replace the building.

The handicapped access project at the Butterfield Gym was completed in the spring. The parking for the handicapped using the gym was put on hold and is yet to be resolved. The locker rooms were completely renovated, a lift installed in the men's locker room, and a ramp from the sidewalk to the main entrance was constructed. We received a donation to carpet the weight room which enabled us to add a lounge and TV room. The band shell in Henry Law Park was repaired and painted for the Cochecho Arts Fest. A donation from one of our citizens

enabled us to build a planter and new steps to the stage area.

The maintenance division did a great job in keeping our parks and playgrounds safe, clean, and our equipment and facilities operating. Dick Cote and his crew have many talents. In addition to the daily routine maintenance, they repaired a major break at Guppy Park Pool, designed and built a new counter for the gym, designed and built the planter for the band shell and rebuilt one of the truck motors.

Our Department Works cooperatively with the school department in sharing facilities and ballfields. In addition to our department sponsored clinics and sports programs, the various affiliated sports leagues are very essential to our programs. We thank all the volunteers for the many hours they have given us and to the youth of Dover. I want to thank the other city departments and the advisory board members for their cooperation and assistance this past year.

## Arena Department Annual Report 1988-1989

During 1986-87 the Arena staff has continued to work closely with the many groups that use our facility to assist them with their programs. The biggest problem facing the Arena Department is the ever increasing cost of operation and maintenance of the facility due to inflation and the increased repairs required to the facility as it grows older. In order to attempt to maintain the Arena in a self-supporting status and maintain the integrity of the Enterprise Fund concept which the Arena is established under, the user fees have required regular increases during the twelve years of the Arena operation. The staff has continued to try to minimize these expenses, but many areas are beyond the control of the Arena staff. Such items as electricity, insurance, mandated repairs and cost of labor are the major portions of the budget which are controlled by others and are required to operate the Arena. The future doesn't look very bright in light of the low employment and the necessity to pay higher wages just to get any workers to fill necessary shifts to keep the Arena open and also the prospect of what the electric rates may be in the next few years presents some very challenging times for the Arena management and the Arena Commission.

Unfortunately the Arena had an unsuccessful year for 88-89 as far as the financial aspects of the operation were concerned. Although the Arena underspent it's approved budget, the revenues fell short of projections and the end result was a net loss of approximately \$15,000.00 far better than the \$33,000.00 deficit the previous year. While the Arena administration does not take this loss lightly, it is not a cause for great alarm and the administration is working with the Arena Commission to turn the Arena operation back into a self-supporting operation. Several changes are being implemented in the next year to reduce expenditures and increase revenues.

During the past year, Arena Maintenance Specialist Harold Freeman Sr. left the Arena and transferred to the Dover Water Dept. Steve Heyliger was hired to fill this vacancy and is a valuable addition to the Arena Staff.

During the Spring many of the Arena activities go from regular season play to playoffs and post season tournaments. The following events culminated a very busy season: High School All-Star Series, Seacoast Adult League Playoffs, Seacoast Youth Hockey League Playoffs, Dover Youth Hockey Mite B Tourney, N.H. Mini 1 on 1, Dover Youth Hockey Ed Byrnes Tourney, and N.E. Level II Midget Regional Tourney.

To finish out the year, the WTSN Home Show with a bigger and better show than ever and a new attendance record with over 12,000 spectators for the three day event was held at the Arena.

The Arena has now operated a successful Summer program for the past two seasons with one of the major summer programs being the "Jay Miller Hockey School" operated by NHL star Jay Miller and George White who both played hockey at UNH in the early '80s. Some problems with fog have been encountered during these Summer sessions but it has been a successful venture.

There have been some problems with leaks in the glycol system which is the fluid which is pumped under the rink floor to transmit the cold to the ice surface. These leaks appear to be caused by the plastic glycol pipes rubbing against the metal sleeve in the floor for the tennis posts which were part of the original operation at the Arena in 1977. However tennis was discontinued due to lack of revenues and only scattered use during the first two summers.

The Arena Commission continues to work closely with the Arena Administration in developing goals and objectives for the Arena Department in an effort to continue the orderly growth of the Arena and its programs. The Commission meets on the second Thursday of each month at 7:30 p.m. in the Arena Director's Office. The meetings are open to the public. The Commission is appointed by the City Council for a five year term, one seat expiring on January 1, each year. The Arena Commission members are: Toralf "Tike" Isaacson (1990) Vice Chairman, Barbara McDonough (1991), Raymond Bardwell (1992) Chairman, Nick Skaltsis (1993) and William Morgan Sr. (1994). Parks and Recreation Director Cova Greig also serves on the Arena Commission in an ex-officio capacity.

## Dover Youth Resources Office

### 1988-89 Annual Report

The Dover Youth Resources Office operates a variety of programs to benefit Dover youths and their families. Included among these are the Job Bank and general employment referral programs, the Big Buddy youth/adult companionship program, the Court Diversion Program, Drug and Alcohol Abuse Prevention and Counseling program, and Outdoor Challenge trips and activity programming. Other miscellaneous services are provided by the Y.R. staff as needed, ranging from transportation, education, and housing assistance to distribution of donated toys and clothing. Staff people also consult and work with other area agencies, as well as schools, businesses, and parents.

The Court Diversion Program, an alternative to court processing for juvenile offenders, received 28 referrals from the Dover Police Department, Dover District Court, and the Dover Junior High School. Several more youths were referred "unofficially" from parents and school personnel for supervision as well. Contracts for diverted youth included restitution to victims, public service and volunteer work, counseling, and participation in the YRO Outdoor Challenge activities. Youths in the Diversion Program donated many hours of volunteer work to the Red Cross Blood Drive, Riverside Rest Home, the Holiday Project, the Toys For Tots/Toy Bank Program, United Way, and the Dover Adult Learning Center. As a result of our close relationship with the Dover Junior High, it was not necessary to petition any truant students to court this year.

The Outdoor Challenge trips and activities are always popular with our kids, and are a good way for a concerned parent, teacher, or social worker to introduce a new young person to the YRO and its services. This year more than 100 youths participated, individually and in groups, in such activities as rock climbing, rappelling, orienteering, camping, hiking, canoeing, ice skating, downhill and cross-country skiing, fishing, swimming, "urban orienteering" in Boston, "new games", survival games, bicycling, and maple sugaring trips. They also worked on projects such as baking goods to sell for special trips, the dyeing t-shirts, and building a float with the Dover Recreation Department for the Christmas Parade. When the drop-in crowd at the office began building in the spring, we responded with many extemporaneous activities such as discussion groups triggered by "The Ungame" and "The Book of Questions", downtown scavenger hunts and an Easter Egg Scavenger Hunt, a trip to the Cochecho Valley Humane Society and to the U.S.S. Albacore in Portsmouth. We took a busload of kids to Pirate's Fun Park in Salisbury Beach when they had a special off-season opening during Spring Break. We coordinated the Toys for Tots/Toy Bank Program with the Dover Fire Department, Indian Head Bank, Continental Cablevision, and Stafford County Community Action Program; wrapping and distributing gifts to more than 350 local kids. Trips were taken to Pawtucket Valley State Park, Franconia Notch, Mt. Chocoma, the White Mountains, Packer's Falls, UNH College Woods, Odiome Point, and Durham Mill Pond. The big trip of the year was Memorial Day camping trip for eight kids. This five day trip included white-water rafting on the Kennebec River in Maine, rock climbing and camping at Acadia National park, and the cooperative cooking and planning which such long trips require. The trip was funded by fees paid by the participants and by a grant from Pilbrook Childrens Foundation. We also began sponsoring an activity group at Butterfield Gym on a weekly basis. A smaller group of kids from this group organized themselves into a group called "First Impressions", and participated in a number of activities and trips planned by themselves. Also assisting with this group was an intern from the UNH Family Studies department, who was with us for one semester in the spring.

The YRO Drug and Alcohol Counselor saw an average weekly caseload of twelve to fifteen regularly scheduled youths throughout the year, and dealt with countless others on a drop-in or call-in basis. Referrals to our counselor come from the NH Division of Children and Youth Services Juvenile Service Officers, Dover Police Department staff, Dover Schools, Dover District Court, parents, friends, and sometimes from the client youths themselves. The counselor works closely with regional drug and alcohol treatment centers, in making referrals and doing follow-up work with Dover youths when they return from treatment. She also consults regularly with all referral agencies, particularly the Dover Junior High and High School. This year she presented a series of drug and alcohol information and student intervention seminars for teachers at Dover High. She also worked with client youths planning to attend the Job Corps program. She worked with staff of the NH Job Training Program on plans for their summer youth employment program, and met several times as a Board Member of BASICS, Inc., a group working on plans to establish a young peoples' sobriety club in Dover.

The Youth Resources Coordinator administers the Big Buddy Program. This year he interviewed twenty-two youths and eighteen volunteers for this program, and established twenty-one new Big Buddy matches. The Coordinator also served as Diversion Worker for the three months that this position was vacant. He wrote two grants for white water/camping trips, served as coordinator for the Toys for Tots/Toy Bank Program, helped a UNH student write a grant for a ropes course in Dover, met with

a group seeking to establish a new multi-agency community center in Dover, met as a Board Member of the BASICS Young Peoples Sobriety Club and wrote funding grants for this group, met with the Dover School Department Drug and Alcohol Task Force. He also met with Dover High staff to discuss the Athlete's Drug and Alcohol referral policy and with Dover High teachers to present general drug and alcohol and student intervention information. He worked with NH JTPA staff on the summer youth employment program, and with counselors and administrators at Dover High to discuss the results of a school dropout survey. He met with the NH Alliance for Children and Youth, the Strafford County Prevention Team, a Strafford Guidance Center Social Service discussion group, staff of the NH Office of Alcohol and Drug Abuse Prevention, and staff of all schools in Dover. He also met with Bob Farley of the Dover Fire Department to discuss a young arsonist intervention program. He accepted a community volunteer award presented to the Youth Resources Office by the Joint Action in Community Service (JACS) program in Boston for the followup services that YRO provides for graduates of the Job Corps. He also helped fifteen Dover youths get free "camperships" to summer camp, and arranged for the donation of a van to the Youth Resources Office for our activities programs.

## Report Of The Dover Public Library For 1988-1989

The year began with the Library totally involved in the construction activity related to the new addition. Before it ended the benefits of the new space were being enjoyed, and the final parts of the Library's 1984 "Master Plan" were heading toward completion.

As the year progressed the various pieces of the construction puzzle fell into place. A new gas-fired heating system was installed in both the old and new parts of the building. The ground floor provided a new entry gallery that leads to an enlarged Children's Room, a pair of modern and clean rest rooms, an elevator, and the building's first, much requested water fountain. The main floor gained 2,600 sq. ft. of useable space, made light and attractive with numerous windows and skylights. Construction did not always proceed smoothly, as the challenge of adding a new structure to an 84 year old building can be daunting, but by the end of December the work was essentially complete and the spaces ready for use.

In spite of the noise, dirt, dust and disruption library activity proceeded at a quickening pace. Circulation reached another record high, with 225,011 items checked out. A sampling survey showed that during an average week 2,860 people entered the building, 1,898 items were used in-house but not borrowed, and that 398 reference questions were answered. There were 6,601 new books ordered and processed, and 2,465 older books were withdrawn from the collection, which contained 79,148 items at year's end. The videotape collection numbered 351, and the increasingly popular audio-tape collection reached 500 titles. More than 350 magazines were received each month and made available for borrowing.

For the second time in two years our uncompetitive salary scale made it impossible to replace a departing member of the professional staff with a library school graduate. Perhaps the Library staff's participation in the newly organized Dover Municipal Employees Association will help to bring salaries more in line with other New Hampshire cities who compete for the same labor pool.

Parking remained a problem throughout the year, with the lot filled to overflowing most weekday mornings, and there is no resolution in sight for the problem created by the need for adequate parking for Library patrons and the equally pressing need for outdoor recreation facilities for the Junior High School.

The Children's Room began the year in temporary quarters in the second-floor Lecture Hall. One of Dover's hottest summers did not discourage children from participating in the reading program, with a "Dinosaur Days" theme, as 250 youngsters took part. During the first week in January the move was made to the new, larger Children's Room, and it was an immediate success with both children and parents, as the level of circulation and activity grew dramatically. A major staff undertaking occasioned by the move to new quarters was the extensive weeding and refurbishing of the book collection.

A data link connecting the Library with a computer at the UNH library was established, making it possible to search the database of library holdings in the Seacoast, Concord, and Manchester areas. Interlibrary loan activity increased as a result.

Robert Whitehouse, noted local historian, placed his large collection of 35mm slides on deposit with the Library. This extensive visual record of Dover's history is an important addition to the Library's already impressive historical collection.

During the same week that the Children's Room was moved the Library was closed while the staff pitched in to clean the building of a year's worth of dust and grime. The final phases of the Library's "Master Plan" were addressed when a state grant of Federal funds for the construction of a bookstack mezzanine addition was received, and the City Council included funds in the City's Capital Improvements Program to furnish the addition. Almost ten years of preoccupation with bricks and mortar should finally come to an end in the next fiscal year.



The Dover Public Library had a very successful year because of the hard work of a dedicated staff, the generous support of volunteers, Friends of the Library, and Trustees, and the enthusiastic encouragement of the people of Dover.

## Annual Report Of The Welfare Department-July 1, '88-June 30, '89

One hundred twenty-seven families were assisted. This represented three hundred ninety six persons. Ninety-four single people were aided. Two adults received aid with board and care. Thirteen persons were aided with medical only. There were seven burials.

## Community Development

**General:**  
The 1989 Entitlement Grant amount is \$284,000. The Citizen's Advisory Committee for Community Development held a number of meetings and two public hearings, and developed the following budget/activity schedule which was approved by the City Council and submitted to HUD:

Planning and General Administration	— \$41,682
Housing Rehabilitation Operations (Includes Codes Enforcement and Rental Rehab)	— \$42,834
Revolving Loan Fund	— \$80,207
A Safe Place-Grant for shelter for abused persons	-- \$ 5,000
Community Center-Facility for public services for low income people	— \$55,000
Wentworth Home-Replacement heating for part of elderly home.	— \$15,000
My Friend's Place-Addition to Homeless Shelter	— \$44,277
	\$284,000

Funds remained from prior years for a number of activities. 1984 and 1985 grant years were closed out.

### Public Facilities:

Preble Street—New granite curbs were installed, new concrete sidewalks poured, and new asphalt put on the street. Street trees will be planted in the spring.

School Street Parking Lot—The guard rail area adjacent to Janetos was lengthened, the Simon Jeness Building development connected into the lot's storm drain, and base asphalt was laid. Flowers were planted in the planters on School and Mechanic Streets. An increase in the final number of spaces is expected even after eliminating two by Mechanic Street to afford better truck access.

Handicapped Access—The first floor men's and women's restrooms in City Hall were refitted to provide handicapped accessibility.

Work commenced on the following three projects: The Community Center at Whittier Street, the heating system at the Wentworth Home, and the addition to My Friend's Place.

## Public Works Department Annual Report July 1, 1988 - June 30, 1989

**Housing Rehabilitation:** Twenty-two units of housing were rehabilitated with CDBG load funds. All but the single family houses also received grants from New Hampshire Housing Finance Authority which were administered by Dover CD staff as the local public agency. Projects are as follows:

		CDBG	Rental Rehab
Ham Street	- 3 apts.	\$ 15,000.00	\$ 15,000.00
Ham Street	- 4 apts.	\$ 6,845.00	\$ 6,035.00
Mill Street	- 10 apts.	\$100,000.00	\$75,000.00
Bellnap Street	- 2 apts.	\$ 20,000.00	\$17,000.00
Toland Road	- single family	\$ 10,000.00	
Forest Street	- single family	\$ 4,450.00	
North Pine	- single family	\$ 5,640.00	
	Totals	\$161,935.20	\$113,035.00

### Building Inspection Division

This office continues to be very active with issuance of Building and Electrical Permits, inspections and zoning matters.

The new second floor location of the Inspection Division's Office has been working out very well. The initial confusion resulting from the change passed quickly and the new offices provide adequate space for the staff.

The additions of a computer and a copying machine to the office have been major benefits. They have rapidly become integral parts of the Division and have increased staff productivity and decreased the time spent waiting by the public. All permits from January 1985 have been entered in the computer and now provides rapid access to property information and inspection status, not only for the Inspection Division, but for other City agencies as well.

In January, a new staff position of Soils Inspector/Conservation officer was added. This has proven to be a valuable position with the new inspector becoming involved with issues concerning the Conservation District, Wetlands and Ground Water Protection ordinances.

As of June 1989, the Plumbing Inspector has been holding regular office hours in the Inspection Division. This has improved communication between plumbers and the inspector as well as within the Division. In addition, permits have been issued and inspections have been made on a more timely basis, improving the approval process.

The Inspection Division has continued to maintain as a priority the enforcement of, and compliance with, various codes and ordinances, especially, building, plumbing and electric codes and zone ordinances.

A continuing project has been the street number/renumbering. This is essential in maintaining a higher level of life safety services as well as improved mail delivery.

The area of staff development has been addressed by attendance of the annual New England Building Official Conference by the Building Inspector. The Soils Specialist attended the Environmental Law Enforcement Seminar at Franklin Pierce Law School in Concord; Wetlands and Habitat Protection Workshop by the Buzzards Bay Project & EPA; and a High Intensity Soil Mapping class at UNH.

The Public Works Department continued its busy schedule with no relief in the heavy workload. All divisions were forced to review and re-evaluate their priorities with the completion date of the Sewer Treatment Plant being advanced by the successful bidder. This action initiated the advertising of the bids for the sewer force main to go out six months earlier than anticipated.

The Public Works Department is comprised of five divisions which are Cemetery, Public Works, Engineering, Wastewater Treatment Plant and Water.

### Cemetery Division

Extensive repair was done to the Ricker Memorial Chapel located on the grounds of Pine Hill Cemetery. The work included repairs to roof slates, repairs to stone tower caps, pointing of exterior walls, repairing and painting the interior westerly wall that was damaged by water.

A large section in the Group 21 area was rototilled, loamed and seeded.

The recording of burial information on the computer has been an on-going project.

### STATISTICS

Regular interments	88
Cremation burials	16
Foundations	95
Entombments	18
Graves sold	98

### Public Works Division

The Public Works Division was kept occupied with its daily request and routine assignments. Sweeping, re-surfacing, paving, mowing, trimming, flowers, new guard rails, catch basins, culverts, tree removal and planting programs were accomplished. A new drainage system was installed on Maplewood Ave.

We witnessed a strange weather pattern this past winter, very little snow but more than average ice storms.

The City Garage maintained the equipment with a minimum of down time. The addition of a new dump truck, sand spreader, and a sidewalk tractor to our fleet was a great help.

### Engineering Division

The Engineering Division provided technical assistance to the public and City Departments. They provided inspection services for many new private and City construction projects, along with inspections of certificates of occupancy.

The staff designed, inspected and drafted specifications for several Municipal projects such as: Forest St. drain and street reconstruction, Maplewood Ave. drain, Ash St. sewer, realignment of Arch and Silver Streets, signalization of Arch and Silver Streets, upgrade of Lowell Ave. Treatment Plant, reviewed the 36" Force Main and Pump Station, assisted Metcalf and Eddy investigation of the corrosive soils in Dover Point area, and completed the analysis of fire flows in the North end of the City.

This past year proved to be as busy as the previous year.

### Water Division

The Water Division was kept busy with the upgrading and reinforcing of the system by the replacements of hydrants, curb stops, meters, backflow devices and the installation of equipment to inject fluoride into the water system. Exploration wells to monitor the groundwater in the Griffin Well aquifer were installed with positive results. B.C.I. Consultants are presently installing monitoring wells and test wells in French Cross Road and Blackwater and are exploring for additional water supplies. Routine maintenance and emergency projects were completed in a timely manner.

### STATISTICS

STATISTICS (Gallons Pumped in 1988-1989)	
Griffin Well	237,342,900
Caldenwood Well	254,525,530
Hughes Well	2,374,300
*Cummings & Smith Well	189,390,600
Ireland Well	265,471,200
Test Well	67,600,800
Total	1,016,765,330

\*Water from Cummings and Smith is pumped through the Lowell Ave. Treatment Plant (iron and manganese removal).

The Water Department has complied with all the requirements of the Safe Water Drinking Act, and State of New Hampshire Water Resources Board and the Water Supply and Pollution Control Commission. All the Wells have been tested for volatile organic compounds and are well below detection limits.

## Wastewater Treatment Plant Annual Report Fiscal year 89

A new flow recorder was installed in the Charles St. Pumping Station so we can evaluate the capacity of this sewer shed area. A portion of the sewer lines on So. Pine St. and Whittier were replaced. Our main concentration was spent on man hole rehabilitation to eliminate as much infiltration as possible prior to the new secondary plant going on line.

Bids were awarded to Pizzagalli for the construction of the new plant and composting facility, Mathuen for the installation of 18,000 feet of 36 inch force main and Puma for the construction of a new pumping station on River St.

The sewer ordinance was revised and an Industrial Pretreatment Program submitted to the EPA for approval as required by the consent decree. Both projects were completed in house by staff members of the Sewer Department.

### PLANT STATISTICS

Total Yearly Flow (gal)	938,890,000
Daily Average (gal)	2,572,301
Grit Removal (cu yd)	101
Chlorine Injected (lbs)	90,492
Sludge Dewatered (gal)	3,260,028
Wet Weight (lbs)	2,398,580
Dry Weight (lbs)	667,437
Potassium Permanganate (lbs)	1,960
Polymer (lbs)	1,011
Load Hauled to Turnkey Landfill	262

## Annual Report 1989 Planning Department

During the 1989-89 Fiscal Year the Planning Department continued to work toward meeting the goals and objectives outlined in the recently completed Master Plan. Major accomplishments include the proposal of a Capital Facility Fair Share Ordinance; final approval of the Groundwater Protection and Wetland Ordinances; final approval of the rezoning of land on Sixth Street to Industrial and Business Districts; creation of a new Capital Improvements Program; the development of a Geographic Information System; and the proposal of a number of minor zoning changes. Other accomplishments include: The completion of a Land Acquisition and Protection study; the hiring of a soil inspector; revisions to the Alternative Design Subdivision Regulations; and participation with the East/West Highway Task Force.

### Capital Facility/Fair Share Ordinance

The Planning Department has completed the Capital Facilities Fair Share Ordinance which encompasses fees to be charged to new development within the City. Fees have been developed for the north end fire station, new elementary school, roads and intersections, and recreation facilities.

The purpose of the proposed ordinance is to collect fees to help pay for new and expanded public facilities that are required because of growth of the City. A facility fee is a one-time monetary assessment paid to the City by someone applying for a building permit to develop a piece of property. These fees will be spent on projects identified and adopted in the City's Capital Improvements Program. The fees will be kept separate from the City's general fund, in individual accounts earmarked for specific capital improvement projects.

Someone applying for a building permit to build one or more residential units and someone applying to build additional floor space for non-residential uses will be required to pay a facility fee. If the projects for which the fees are collected are not built, the fees will be returned with interest. The proposal has not been adopted yet and is still being reviewed and modified by the Planning Board.

### Groundwater and Wetland Protection

One of the needs identified as part of the Master Plan update was that Dover's natural resources were not receiving an adequate level of protection under the existing regulations.

Of particular concern is the risk of a negative impact on the City's water resources from industrial and commercial development. Such an impact would affect the quality of our drinking water.

In order to address this need, two new zoning ordinances were prepared by the Planning Department and adopted by the City Council. The Groundwater Protection District ordinance protects the areas around the City's existing wells and also protects those areas which may provide future water supplies. The ordinance regulates the amount of lot coverage permitted within a certain distance of the wells and also restricts the use and storage of toxic materials. By limiting the amount of a lot which can be covered by buildings and paving, rain water is allowed to percolate into the ground and replenish the City's drinking water supply.

The Wetlands Ordinance regulates development on poorly and very poorly drained soils. Since wetlands help to store and purify water which drains from developed land areas, this ordinance also will help to preserve the quality of Dover's water resources.

This ordinance includes an evaluation process which assigns a score to individual wetland areas. If the wetland scores below a stated value, then development will be permitted. If it scores above the threshold, then the wetland is considered to be a valuable wetland and not appropriate for development. This type of system was enacted to balance the needs of property owners while still maintaining environmental integrity.

### Rezoning

The new Master Plan recommends several amendments to the City's zoning regulations. One major proposal for rezoning land from residential use to commercial use received final approval by the City Council. This proposal encompasses land in the vicinity of the Sixth Street Connector on Sixth Street.

This proposal increased an existing commercial zone and adopted regulations that allowed hotel, retail and office uses in accordance with strict lot size, open space and setback regulations. The Sixth Street amendment also increased an existing industrial zone to allow light manufacturing and assembly functions and office uses, again, in accordance with more stringent lot size, open space and setback requirements. The proposed Capital Improvements Program includes roadway, water and sewer improvements that are necessary for the area to be developed in accordance with the new zoning.

A second area proposed for rezoning near the intersection of Littleworth Road and NH Route 9 and Knox Marsh Road (NH Rte. 155), has yet to be finalized. This proposal is to change the current zoning from a singly-family classification to a commercial zone that would allow hotel and retail uses.

The Planning Board is awaiting the final design plans for the Route 9 and 155 intersection from the State of New Hampshire prior to making a recommendation to the City Council.

A third proposal consisting of 415 acres along Columbus Avenue and Littleworth Road, adjacent to the existing Industrial Park, is tabled pending State approval of a new turnpike interchange. The proposal would expand the existing Industrial Zone to allow light manufacturing and office uses.

Due to traffic congestion in the Route 9 Corridor, a turnpike interchange has been proposed between Exits 8 and 9 on the Spaulding Turnpike. Such an interchange would be necessary to alleviate traffic at the intersection of Routes 9 and 155 and is considered a prerequisite to the rezoning of the area along Littleworth Road and Columbus Ave.

### Other

The Planning Director was appointed to the East/West Highway Task Force and attended and organized several meetings with local officials pertaining to the impact of the highway on Dover and other communities near the easterly terminus of the proposed road.

The Land Acquisition and Protection study, funded by the New Hampshire Coastal Program and the City, has been completed. The study identifies parcels of land adjacent to tidal areas which should be protected by the City in order to increase public access, preserve open space, and create recreational opportunities. The study also lists in order of priority the parcels which should be protected and recommends acquisition plans for each of the identified parcels.

The Department began work with the NH Port Authority and its consultant I.E.P. in developing a Cochecho Harbor Management Plan. This plan will provide valuable recommendations for the navigational protection of the Cochecho River from Cochecho Falls to the confluence of the Piscataqua River.

As a result of the revised Master Plan a number of minor Zoning changes have been drafted. These changes are needed in order to rectify inconsistencies and to clarify certain provisions. The changes will be reviewed and public hearings held prior to the Planning Board sending a recommendation to the City Council.

## Tax Collection

The Property Tax rate was set for Tax Year 1988 by the State of New Hampshire, Department of Revenue Administration at \$40.40 per \$1,000 of assessed valuation. This represents a \$1.90 increase over the prior year or 4.9%. The Property Tax bills were printed off the new computer system for the first time.

### Tax Office Collections

	Price Year	Year Ending 6/30/89
Motor Vehicle Permits	1,636,377.50	1,691,846.50
Misc. Service Charges	2,193.50	1,611.00
Property Taxes	16,847,278.89	18,091,455.56
Resident Taxes	118,480.00	118,760.00
Bank Stock	1,821.10	
Yield Tax	974.50	1,655.45
Boat Tax	5,126.75	10,721.26
Interest, cost, penalties	135,979.64	122,150.14
	18,748,231.88	20,038,199.91

### Other Collections

Water	1,147,606.60	1,312,623.14
Sewer	1,062,964.65	1,589,753.89
Sprinkler	18,674.00	20,717.00
Maintenance	57,914.34	39,320.52
	2,287,159.59	2,962,414.55

The tax office mailed 7,604 property tax bills, and 14,795 resident tax bills. More than 25,200 vehicles were registered at the Tax Office, with 9516 residents also getting their motor vehicle renewal stickers at the



Tax Office instead of going to the Dept. of Motor Vehicles.

#### Tax Assessment

Valuations for Tax Year 1988 (FY89) changed as follows:

	Tax Year 88	Tax Year 87
Gross Value	\$479,019,695.	\$453,639,666
Blind & Elderly Exemptions	3,610,000	3,384,000
Net Value	\$475,409,695.	\$450,255,266.

This represents an increase of \$25,154,429 or 5.6%.

#### Finance Department

##### Investments

The city invested its funds during the year mostly in certificates of deposit. The rates over the twelve months ranged from a low of 7.88% in July 1988 to a high of 10.17% in April 1989.

A recap of investment income for the year in comparison to the previous three follows:

Year	Interest Income	Interest Expense TANs	Net Int Income
1985	\$388,654	\$219,667	\$168,987
1986	373,788	111,067	262,721
1987	344,742	69,941	274,801
1988	388,155	96,815	291,340
1989	488,346	92,160	396,186
Inc (Dec) 89-88	\$100,280	(\$4,655)	\$104,846 or 36%

The increase in investment income is partially due to monies available for investment from Bond Anticipation Notes for the Wastewater Treatment Plant.

##### Borrowings

The City Council authorized \$4,757,000 in capital improvement bonds for a variety of projects in 1988. \$1,295,000 of this amount received State guarantee as it related to the building of the new Wastewater Treatment Plant. Proceeds of the bonds were received on July 8, 1988 with a net interest cost of 7.1897% (6.9817% for State guarantee).

The City issued tax anticipation notes (TANs) of \$3,000,000 on 1/3/89 payable on 6/14/88. The city awarded low bids for \$1 million each of 6.77%, 6.85% and 6.86% NIC.

The City issued the first bond anticipation note of \$3,500,000 for the construction of the Wastewater Treatment Plant on April 13, 1989 to be rolled into a longer term note on February 2, 1990. The City awarded a low bid of 7.5%, interest payable by the State of New Hampshire.

##### Document Volumes

During Fiscal Year 1989 the Accounting Division processed 13,562 payable vouchers and 16,099 payroll checks. The Purchasing Agent issued 665 purchase orders greater than \$500.

##### Cash Flow

The following graphs show information related to cash activity. The first graph shows the amount of available cash for the General Fund and all funds for both FY89 and FY88. The second graph shows the net amount of cash received less cash disbursed by month for the General Fund and all funds for FY89. Both graphs exclude TAN and investment activity. See next pg.

## Fire and Rescue

It is a pleasure to submit to you the Annual Report of the City of Dover Fire & Rescue Service for the fiscal year ending June 30, 1989. This report exhibits the relentless activities and efforts put forth by ever-changing challenges of emergency service.

In addition to the dedicated men and women who directly fight fire and care for medical emergencies, a typical day in our department involves a flurry of behind the scenes activity. My pride in this department extends to all of our professionals who prevent fire through building inspections, plans reviews and public education efforts; those who strive daily to keep our personnel, apparatus and equipment in a state of readiness and those who maintain and operate our dispatch center.

I would like to take this opportunity to express my appreciation to the various city departments and the citizens of our community for continued support and assistance, without which the accomplishments set forth would not have been possible.

The significant steps to improve the quality and quantity of service were accomplished with the continuing hard work of our department's personnel and it should be recognized as the foundation on which we have been able to provide fire and rescue service to the citizens of our city and I thank them for their efforts and support

## Emergency Medical Services

The EMS Division continues to advance the medical certification levels of our personnel in an attempt to provide the citizens of Dover with the best service possible.

Due to the addition of an additional Lieutenant in the Training Office, a substantial amount of work and responsibility has been removed from the position of EMS coordinator. This makes it more feasible for the EMS Coordinator to conduct those matters necessary to maintain the training and operation of the Department's ambulances and personnel certifications. A major problem that has been experienced this year is the budget situation and the requirement of staff personnel covering

shift vacancies. This has led to the EMS Coordinator being off during day time hours in order to fill a vacancy at night or during the weekend.

Prior to this year we had only two A.L.S. protocols, defibrillation and esophageal obturator airway; however, we have increased our level of care to include Intermediate, or I.V. therapy. Of the 44 personnel presently employed by the Department, 39 are Emergency Medical Technicians. Of these 39, 20 are E.O.A. certified, 14 are defibrillation certified and two are paramedics. At present, the paramedics are able to operate at the Intermediate level. Four of our personnel are awaiting completion of testing procedures for Intermediate certification. The levels of certifications are displayed in the "Personnel Certification" graph.

During fiscal year 1988/89 the City of Dover Fire & Rescue responded to a total of 1,111 requests for medical aid. Of these responses 1,438 patients were seen, 926 were transported to a medical facility and 512 refused treatment. Both the total number of patients seen transported and number of patients transported are slightly higher than the previous year and those refusing transport are slightly lower. These statistics are represented in the "Patients Seen" graph. If you will note the "Medical Responses" graph the types of injuries/illnesses are outlined. As has been normal in previous years, trauma, cardiac, respiratory and responses falling into the other category are the four largest categories. A comparison graph has been provided, showing the increase in responses during the past six years.

Once again, during fiscal year 1988/89, several projects were furthered for the betterment of the department and its personnel.

The EMS Division purchased three new portable radios and two new mobile radios. Due to the addition of this equipment, the rescue crews now have the capability to communicate with all the area hospitals and the Rockingham County R.C.C. directly from an emergency scene. They are now able to also communicate directly with Pease A.F.B. Fire Department, Durham Fire Department and several other agencies within the county. This provides for better communications and services in the event of a large incident.

I am pleased to inform you that we are continuing our "Nurse Rider" program with Wentworth-Douglass Hospital. This program allows nurses new to the Emergency Department to spend one day with the Rescue Crew, providing the nurses with an idea of what our personnel experience in the field. During FY 1988/89 we had six nurses participate in this program.

During the year a meeting was held with the representatives of E.M.A. and Seabrook Power Station to discuss the operation of the Host Facility here in Dover. We are attempting to reorganize the manner in which supplies and materials are stored in the City of Dover. This revision is in order to increase our speed and efficiency in deployment of personnel and equipment during an incident.

The Development of the Accountability procedure has been completed and is awaiting the institution of the Incident Command System for it's being put into effect. This system provides for the accountability of personnel operating at the scene of an emergency in the event of an accident, such as a building collapse during a structure fire. We will be able to identify those personnel missing and effect rescue operations more effectively with this system in operation.

We did experience three incidents in the past year concerning water rescue, pointing to the fact that the City is in need of purchasing a more appropriate water craft for our purposes. In one instance we were assisted by a Fish and Game craft and in another occurrence the individuals involved were brought to shore in their own craft. In the event of an incident necessitating a rescue operation from a boat, we rely on Newington Fire Department and the U.S. Coast Guard at present. We did assist Newington Fire Department in search operations for a victim from the General Sullivan Bridge with our present boat; however, we were limited to the areas that we were able to operate in due to the size of the craft and the motor.

An R.T.P. was provided for our personnel, conducted by Mr. Randall S. Hall. Due to budget constraints, only one R.T.P. was provided and those personnel interested in attending did so on their own time. The department will have an EMT Instructor in house in the future and this will eliminate the extra costs of R.T.P.'s and will provide for all personnel receiving the required training while on duty.

An E.M.T.-Intermediate program was conducted by Ms. Kathy Lynch of Wentworth-Douglass Hospital. Four personnel, FF Dennis Ireland, FF Ken Brisson, FF Jaime Donovan, and myself attended the course. Upon completion of testing, provided all personnel are successful, this will provide the Department with six persons capable of starting I.V.'s in the field.

We now have two E.O.A. instructors within the department, thereby assuring that personnel will be able to receive the required training to maintain their E.O.A. certifications while on duty. This will eliminate the need to have personnel attend courses outside the department and once again eliminate the additional costs. We will now also be able to provide additional training for personnel that wish to gain this level of certification.

Due to the increased danger of exposure to infectious diseases, several steps have been taken in order to reduce the possibility of this happening. First of all, ambulance personnel utilize gloves whenever there is a chance of coming in contact with body fluids. All personnel have been issued a pocket mask with a one-way valve, thereby reducing the risk to personnel if they need to perform

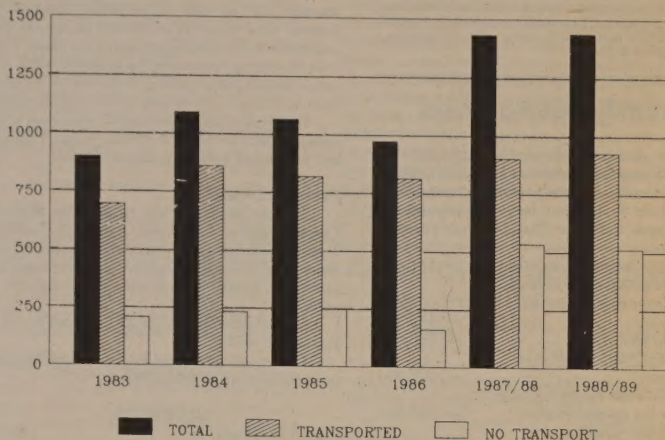
mouth-to-mouth resuscitation on a patient. Also, a majority of personnel have received the series of shots for Hepatitis B protection. Some of the personnel were not successful in reaching the appropriate level of protection and this matter is being addressed.

The condition of the ambulances is slowly deteriorating. Rescue 2 has been out of service several times, leaving the Department with only one ambulance and mutual aid to

cover the City. The purchase of a new ambulance will remove Rescue 2 from service and place Rescue 1 on reduced response. It is hoped that with-in the next year we will be able to purchase a second ambulance to replace the present Rescue 1. It would be in the City's best interest to replace the ambulances more often, thereby being able to obtain more trade-in value for the vehicle than if the vehicle is unable to be utilized at all.

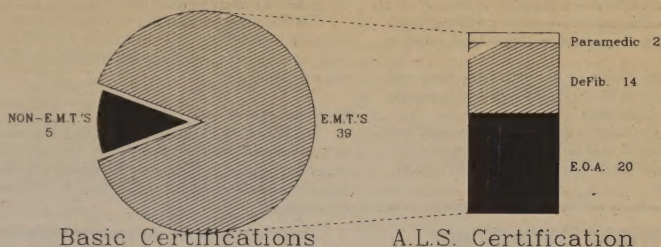
## CITY OF DOVER FIRE & RESCUE

### PATIENT OUTCOMES 1983-1988/89



## CITY OF DOVER FIRE & RESCUE

### PERSONNEL CERTIFICATIONS



## Bureau of Fire Prevention

The Bureau of Fire Prevention continues to be an aggressive and positive division within the city's Fire & Rescue Service. Our goals are to protect citizens and firefighting personnel from fire through effective fire prevention education and code enforcement programs. The fire investigation duties and responsibilities of the Bureau ensue: immediate follow-up of the cause and origin of fires to eliminate another recurrence, define problem areas and to assist in prosecuting illegal activities.

These goals are incorporated into the daily activities of fire department shift personnel and members of the Fire Prevention Bureau. One of the most prominent and noticeable fire department activities that the public encounters is the In-Service Inspection Program. This program has over 530 businesses and residential occupancies listed for annual fire inspections.

During the month of January, fire prevention personnel provided a class to shift personnel dealing with scheduling, documentation, preparation and reinspections for the In-Service Inspection Program. These sessions were well received by personnel.

A new computer recently installed in the Fire Prevention Office has assisted a great deal with the monthly inspection records and data. This computer is also used for report processing and fire investigation data and reports.

The Bureau has noted an increase in activity regarding compliance with the NH State Smoke Detector Law which requires notification and follow-up of residential buildings needing hard-wired smoke detectors. The Bureau has received numerous calls from residents and occupants and is aggressively pursuing those buildings that are required to have proper detectors.

Members of the Fire Prevention Bureau have attended various courses and seminars throughout the period to keep abreast of the technical code changes and updates, fire investigation procedures and state and national

certification levels. The Bureau feels this training is an important aspect to protect the city's best interest and its members continue to be well-respected in the fire service community for its level of competence and commitment.

We continue to be called upon to provide information on our residential sprinkler ordinance and have assisted local departments in sprinkler flow tests in their communities.

The winter of 88/89 was a busy period for sprinkler freeze-ups and all problems were fully investigated. In each and every freeze-up, it was found to be caused by improper insulation of pipes and corrections were made to alleviate the problems.

The month of February proved to be the busiest period for structure fires with the department responding to 7 within a 27-day period. The month of April was the highest brush and grass fire period with the department responding to 21 within a month.

A new Assistant Chief of Fire Prevention was hired in April to replace the outgoing Assistant Chief who went into private industry. The new Assistant Chief of Fire Prevention was hired from the Durham-UNH Fire Department and worked previously in Dover as a Lieutenant and also at the Rochester Fire Department.

Members of the Bureau met frequently with developers and contractors in the city regarding review of plans and fire protection systems. This function is a key element in the overall building construction related to life safety.

Over the summer months, Bureau personnel assisted in covering shift vacancies to assist the overtime budget situation and in doing so caused many logistical problems in performing daily fire prevention activities. This, combined with an old vehicle for transportation that the Bureau was using, caused several inspections and activities to be cancelled or postponed due to lack of manpower or transportation. This situation also caused longer turnaround times for plan reviews and sprinkler plans.

This was all combined with an increased request for



public fire education from several groups in the city and schools.

The Bureau has had to cancel its plans for pre-fire planning of city buildings, the Juvenile Fire Setter Program and changed our procedures regarding residential sprinkler flow tests — all due to lack of manpower.

It is strongly suggested that these issues be addressed in the near future in order to maintain the level of fire prevention activity the city is accustomed to and needs to operate effectively and efficiently.

During the past year, the Bureau coordinated bid proposals and schedules of lights, doors, sprinklers and other station projects such as the South End Station generator and water heater. This work was completed in order to maintain compliance with facility safety and maintenance.

Also during this period, the Bureau has been very active in updating and revising fire codes adopted by city ordinance. These areas of revision include fire alarm system maintenance and installation; posting of fire lanes; storage and use of barbecues adjacent to buildings; update of the National Fire Protection Association Life Safety Code 101 from the 1981 Edition to the 1988 Edition; update of the Fire Prevention Code; and possible acceptance of the Residential Sprinkler Code 13D from NFPA.

In summary, the period was a very productive and positive time in which a great deal of assistance and technical material was shared with other city agencies and the public. This was accomplished with decreased manpower and resources but cannot continue without adverse affects down the road.

The City of Dover Fire Prevention Bureau continues to be a well-respected unit within the department and will continue to strive for improvement where needed.

## Operations And Training

Operations and Training is the backbone of any fire department. It is involved heavily with department administration, processing of personnel forms and records, apparatus maintenance records and employee evaluations, as well as conducting department investigations, formulating S.O.P.'s and overseeing all equipment maintenance and testing programs. It is also responsible for establishing objectives to achieve department goals and establishing programs and projects to set direction in achieving these objectives. This is being done effectively as the statistics prove out.

The Division of Operations and Training has achieved another milestone. For the third year in a row, the department has established a new all-time high in total department training hours; 16,691 as compared to a record setting 15,373 last year (see attachment). This accomplishment can be credited to five broad areas: (1) a diversified training program and philosophy, (2) a more conscious awareness of personnel in logging their training hours, (3) the addition of a training lieutenant, (4) the high caliber and standards of our personnel and, (5) the commitment of the city to continually support the goals and objectives of the fire department.

The training program has several ways in which employees can accumulate training hours:

A) Individual training — where employees hours for self study are collected and placed in their training record. Only about 10 to 20% of these hours are actually recorded. Hopefully we can continue to improve this area.

B) Training by shift officers — all shift officers conduct

training classes with personnel. This type training accounts for about 75% of the total training hours.

C) Specialized training, training given to personnel by staff officers because of special certification requirements or specialized subjects.

D) Firefighter instructors — have been used to teach classes to other shifts as well as their own. As of yet, we have not expanded as much as we had hoped to in this area, but because this is a new contract year coming up, we hope to make better use of this area.

E) Outside training — there are two methods in this category in which hours are accumulated:

1. Department sponsored classes — where an instructor is solicited to come to our department to instruct, and
2. Other agency courses — where employees are sent out of the community to other organizations to receive training.

Of special interest in this year's report is a project that was started at the beginning of this calendar year. Because of an increased awareness by the fire service community for the need to have fire officers certified, the department initiated a program to have all of its officers certified to Officer Level II within a three year period. In this year alone, we have succeeded in getting 50% of our officers certified to this level. This has also garnered the interest of the firefighters who wish to advance into the officers ranks. Several of them are pursuing courses that will enable them to meet the minimum requirements to participate in the Officers Level II program. The knowledge gained from this program should be of great value to our community as well as to establish a level of professionalism for legal liabilities.

The effectiveness of a fire department can be measured by the level of personnel training. Of all the largest paid fire departments in the state the City of Dover's firefighters and fire offices far exceed the average for certification. Not only are our personnel well-versed in firefighter training, many of the personnel have or are actively pursuing degrees in the fire science or fire protection fields. The largest part of our annual budget being personnel salaries and benefits, it is clear the city is getting what it is paying for; trained professionals.

The responsibility of keeping the department apparatus up and running is a time consuming task. Taking into consideration the cost of new apparatus for example: Truck 1's \$500,000 replacement cost, while new pumper prices range around \$165,000. The city's 5 pumpers, 2 ladder trucks, 2 ambulances and 5 utility vehicles, it insured for replacement, cost would be in excess of 2.1 million dollars. Properly maintaining this capital investment is a major priority in an effort to keep apparatus repair cost down while keeping a delicate balance of replacing the old and worn-out with the new.

Attached is a list of subjects covered by department personnel as well as a list of subjects covered by outside agencies. Some courses were attended by only one person or shift, whereas others were attended by all personnel. A list of some of the special projects that were conducted by Operation and Training for the year has been attached to this report to give the reader a better understanding for the various responsibilities performed by this division.

In conclusion, it has been a very successful year and we are looking forward to another record breaking year ahead. With continued support, we will easily have the best training year in our history.

## Subjects Covered by Fire & Rescue Personnel:

Driver Training  
Pre-Fire Planning  
Hose Testing & Maintenance  
Fire & Rescue Critiques  
Fire Prevention Inspections  
Vehicle familiarization  
Hose & Fire Streams  
Fire Command System  
Fire Attack  
LP Gas & Flammable Liquids  
Electrical Emergencies  
Vehicle Familiarization  
Motor Vehicle Extrication  
Below Grade Rescue  
Fire Hazards & Causes  
Semi-Annual Dept. Evaluations  
Radiation Monitoring Equip.

Infectious Disease  
Fire Codes  
Pumps & Water Supply  
Ropes & Knots  
Small Tools & Equipment  
S.C.B.A.s  
Ice Rescue  
Accountability  
Physical Training  
Public Relations  
Building Construction  
Special Tools & Equip.  
Apparatus Maintenance  
Portable Extinguishers  
Reports & Records  
Landslide & Cave-ins  
Forestry Laws

Computers  
Street Drills  
Dept. S.O.P.'s  
Basic Rescue  
Hydrants  
Building Tours  
Control Burns  
Ventilation  
Emergency Med.  
Aerial Ops.  
Ground Ladders  
CPR Courses  
Defibrillation  
Rescuing  
Forcible Entry  
Sprinklers  
Safety

## Subjects Covered by Agencies Outside the Department:

Basic E.M.T. Course  
Strategy and Tactics  
Officer Development Level II  
Fire Prevention  
Fire Fighter III Program  
Career Level Program  
Emer. Vehicle Driving Inst.  
Critical Incident Stress  
Implementation of NFPA 1403  
Executive Fire Officer  
TDF Officer Development

Heights Rescue  
NFA Course Development  
Fire Fighter Safety  
EMT Recertification  
Forensic Pathology  
Hazardous Materials  
Hazardous Materials III  
Hazardous Materials Inst.  
Defibrillation Course  
Fire Dept. Liability  
Elec. Emer. (PSNH)

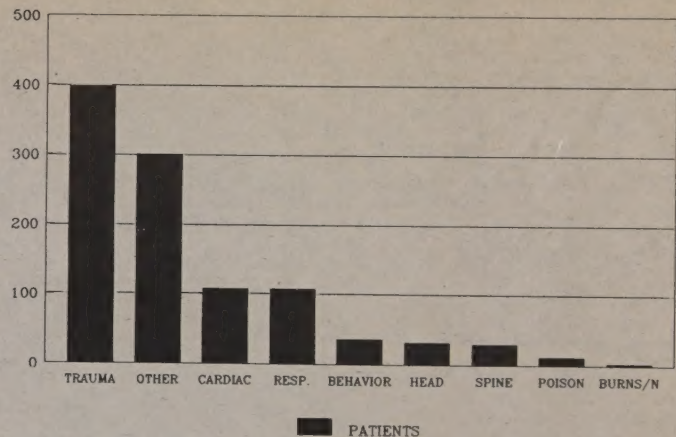
E.O.A. Course  
Health Clinic  
Def. Driving  
Pump School  
I.V. Program  
Leadership  
SCBA 2.2's  
Officership  
Flood Conference  
Host Plan, Dover  
Safety

## Special Projects:

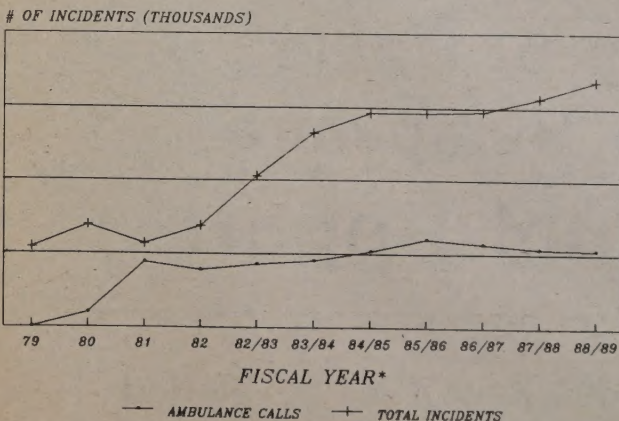
Computerized Inc. Reporting  
New Equipment Implementation  
City of Dover Host Plan  
Employee Assistance Programs  
Specifications for New Equip.  
Radiation Tracking Cards  
Courses for City Employees  
Upgrading Dept. Regulations  
Tools & Equip. Research & Study  
NFPA 1500  
Dept. Internal Investigations

NFPA 471 & 472 HAZ-MATS  
Drugs & Aids Testing  
Dept. Entrance Testing  
Title III  
Promotional Testing  
Annual Budget  
4.2 Scott Implementation  
Classes to Public  
Building Burns  
Dept. Evaluation Process  
Fleet Management

## CITY OF DOVER FIRE & RESCUE MEDICAL RESPONSES

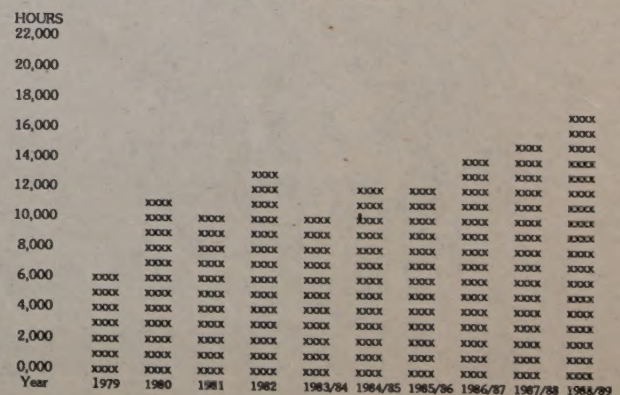


## DOVER FIRE & RESCUE 10 YEAR ACTIVITY HISTORY



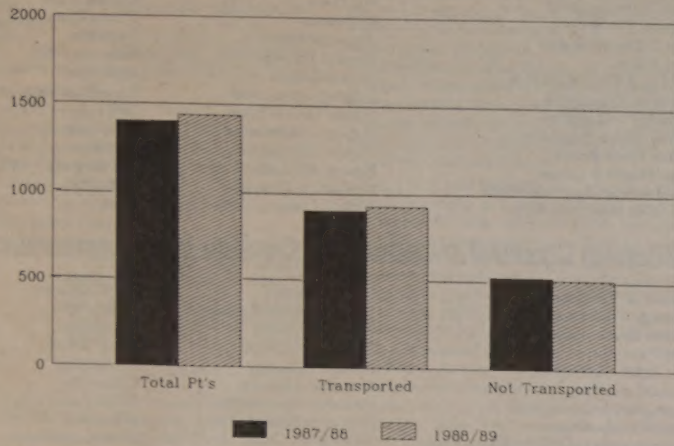
\*1982 CHANGED FROM CALENDAR TO FISCAL

## Training Graph





## CITY OF DOVER FIRE & RESCUE PATIENTS SEEN



## Five Largest Fire Losses in 1988/89

Address	Assembly	Estimated Dollar Loss
21 Chestnut Street	Assembly	\$500,000
25 Park Street	Multi-Family	250,000
20-26 Pierce Street	Multi-Family	200,000
27 Pleasant Valley Road	Residential	100,000
Landing Way	Commercial	100,000

Category	1984/85	1985/86	1986/87	1987/88	1988/89
Canalities	0	0	0	2	1

## Department Response By Month

	1984/85	1985/86	1986/87	1987/88	1988/89
July	235	257	224	261	335
August	243	236	255	280	307
September	204	309	298	292	254
October	234	201	270	300	239
November	231	199	224	280	236
December	357	354	324	397	326
January	251	239	226	283	246
February	218	210	204	226	262
March	269	208	194	241	281
April	233	205	260	268	294
May	221	233	212	250	277
June	223	262	251	298	290
TOTAL	2919	2920	2942	3376	3347

## Bureau of Fire Prevention Activities

General Inspections	985
Sprinkler Flow Tests	146
Certificate of Occupancy/Building Sign-offs	297
Chimney Inspections	39
Day Care Inspections	28
Wood Stove Inspections	16
Assembly Permits	15
Safety Seminars	21
Blasting Permits	14
Foster Care Inspections	11
Oil Burner Inspections	57
Video Inspections	87
Fire Drills	7

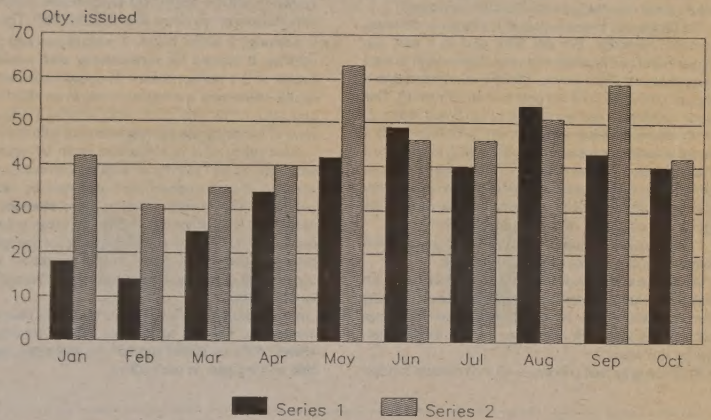
## Building Permits

Month	1988		1989	
	No. of Permits	Estimated Const. Value	No. of Permits	Estimated Const. Value
January	15	\$ 681,000	18	\$ 844,000
February	34	3,461,000	14	268,000
March	46	1,768,000	25	648,000
April	39	2,475,000	34	861,000
May	37	1,909,550	42	855,000
June	42	1,408,800	49	1,320,000
July	40	10,701,900	40	747,000
August	50	1,701,900	54	2,916,900
September	48	3,340,300	45	2,988,000
October	40	591,000	40	805,500
November	33	891,000	—	—
December	22	1,324,000	—	—
TOTALS	453	\$30,253,450	359	\$12,253,400

Electrical Permits	495	456
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Misc Permits	8	—
GRAND TOTALS	956	\$30,253,450

## Bldg. & Elect. Permits Issued 1989



(Series 1 = Bldg; Series 2 = Elect)

## Annual Training Per Shift

Training:	Day Training Hrs.	Night Training Hrs.	Outside Training Hrs.	Totals
"A" Shift	1484.5	861.0	794	3139.5
"B" Shift	2755.5	1322.5	464	4542.0
"C" Shift	3095.0	1415.5	683.5	5194.0
"D" Shift	1663	202.51	1250	3815.5
Totals	8998.0	4501.5	3191.5	16,691.0

## Leave:

Vacations	407
Sick	176
Workers' Compensation	48
Swap	216
Personal Day	31
Professional Time	50
Other (Lt. Duty, Union Bus., ML, etc.)	74

Total 1065



# City of Dover, New Hampshire Annual Report

133rd Annual Report for the Period  
July 1, 1988 through June 30, 1988