

CITY OF KEENE

NEW HAMPSHIRE



ANNUAL REPORT

of the

Accounting Department

1958

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REPORT OF ACCOUNTING DEPARTMENT FOR 1958

TABLE OF CONTENTS

Forward	1
Statement of Cash Receipts	2
Statement of Cash Disbursements	4
Balance Sheet	6
General Appropriation Statement	8
Capital Appropriation Statement	9
Statement of Income and Expenditures by Months	10
Debt Statement	11
Comparative Statement Estimated and Actual Revenue	12
Water Utilities Profit and Loss Statement	13
Water Utilities Balance Sheet	14
Water Utilities Statement Estimated and Actual Revenue	16

REPORT OF ACCOUNTING DEPARTMENT FOR 1958

Keene, N. H.

GOVERNMENT IS A TRUSTEE

IT SHOULD RENDER AN ACCOUNT OF ITS STEWARDSHIP
IT IS NOT ONLY RESPONSIBLE FOR HONEST EXPENDITURES
OF FUNDS, BUT FOR INTELLIGENT EXPENDITURES AND, FOR
A WISER EXPENDITURE THAN IF THE FUNDS WERE LEFT IN
PRIVATE HANDS.

Tax Rate 1958	38.60
Total Assessed Valuation	\$57,390,000.00
Population	17,500

Philip M. Patch, Comptroller
Lucille J. Willson, Bookkeeper
Carolyn L. Eno, Payroll Clerk

The Accounting Department prescribes and operates a set of general accounts embracing all financial transactions of the City.

All bills, invoices, and payrolls against the City are checked to determine regularity and legality before they are paid.

Monthly reports on all receipts and expenditures of the City are prepared and a detailed annual financial report is prepared for public use.

No department may expend more than is provided in the annual budget unless the City Council by resolution transfers money from another source to provide the needed amount.

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I hereby submit the annual report of the Accounting Department for the year 1958 with detailed accounts of monies spent and received by the City together with reports reflecting the financial condition of the City.

Respectfully submitted,
S/Philip M. Patch
Philip M. Patch
City Comptroller
Keene, New Hampshire

CITY OF KEENE, N. H.

DECEMBER 31, 1958

STATEMENT OF CASH RECEIPTS FOR 1958

TAXES

Poll Taxes	13,440.07	
Property Taxes, Current	1,973,070.95	
Property Taxes, Previous	234,716.74	
Head Taxes	45,104.07	
Head Tax Penalties	1,145.71	
Timber Taxes	1,321.73	
Tax Title Liens	24,327.27	
National Bank Stock	4,735.30	\$2,297,861.84

FROM THE STATE

Railroad, 1957	3,236.86	
Interent & Dividends	43,419.55	
Flood Control	3,485.74	
Savings Bank Tax	4,157.68	
Gasoline Tax Refund	2,813.90	
Sealer of Weights & Meas.	341.58	57,455.31

DEPARTMENTAL INCOME

Bicycle Registrations	256.00	
Sidewalks	80.83	
Sewer	5,030.28	
Cemetery - Annual Care & Burials	4,630.50	
Cemetery Lots	5,290.00	
Fire	175.00	
Inventory - Highway	307.29	
Airport	5,021.50	
Parking Fines	4,155.00	
Health Dept.	82.00	
Plumbing Fees	18.00	
Misc. Income	100.00	
Library Book Fines	1,659.00	26,805.40

TRUST FUNDS

Deluge Hose Fund	30.67	
Keene City Band	31.57	
Elliot Community Hospital	33.14	
Invalid's Home	3.27	
Roadside Trust Fund	256.21	
Sumner Knight Memorial Chapel	650.16	
Public Library Trust Fund	1,926.21	
Park Trust Fund	227.22	
Recreation Trust Fund	47.92	
Cemetery Trust Fund	8,422.75	
Monadnock View Perpetual Care	216.74	
Charitable Funds	401.30	
Ministers Lot	232.16	
Cemetery Perpetual Care	3,150.00	15,629.32

LOANS AND NOTES

Tax Anticipation Note, 1958	696,684.19	
Sewer	5,000.00	
Airport	42,410.84	744,095.03

OTHER ITEMS

Assessors Machine	1,136.06	
Police Benevolent Fund	2,135.40	
F. I. C. A.	8,635.82	
Federal Withholding Taxes	54,594.94	
Police Retirement System	3,933.92	
Sealer Retirement System	246.48	
Firemen Retirement System	3,240.99	
General Retirement System	6,306.07	
Blue Cross	6,368.81	
Due Water (Sale of Timber)	4,000.00	
Airport Construction	16,673.25	
Investment Parking Lot Bond)	753,139.71	
Interest from Investment)	1,860.29	
Rent-Railroad Sq.	1,260.00	
Injury Leave A/R	51.00	
Union School District (Note)	1,000.00	
Due fr. Water Utilities	11,937.56	
Due from State	477.08	876,997.38

PARKING METER RECEIPTS

Duncan Parking Meters	23,662.10	
Regular Parking Meter	28,060.17	51,722.27

MISCELLANEOUS REVENUE

Interest on Taxes	8,612.56	
Motor Vehicle Permits	91,500.08	
Dog Licenses	2,653.87	
Court Fines	5,467.89	
Sale, Rent of City Property	5,718.64	
Licenses & Permits	2,075.00	
City Clerk Fees	3,440.18	
Collector's Cash Adj.	119.26*	119,348.96

REFUNDS TO DEPARTMENTS

Insurance	640.97	
Municipal Court	19.02	
Municipal Building	602.32	
Accounting Dept.	1,198.86	
Assessors	38.30	
Tax Collector	502.77	
Police Dept.	3,922.86	
Capital Police	7,443.48	
Fire Dept.	232.39	
Public Works	784.27	
Airport	2,439.01	
Public Welfare	1,894.98	
Cemetery Dept.	1,070.50	
Civilian Defense	537.45	
Street Improvements	20.00	
Sidewalk Improvements	2,013.36	
Sewer Improvements (Note)	21,000.00	
City Hall (Oil Burner)	9,201.65	
T. R. A. — A	12,205.98	
Public Works, Garage	9,514.53	75,282.70

Total Cash Income for 1958

\$4,265,198.21

CITY OF KEENE, N. H.

DECEMBER 31, 1958

STATEMENT OF CASH DISBURSEMENTS FOR 1958

TAX ACCOUNTS

Poll Taxes	20.00	
Property Taxes, Current	400.00	
Property Taxes, Delinquent	40.52	
Tax Title Liens	35,448.17	
Timber Taxes	2.44	
Head Taxes	40.00	
Head Tax Penalties	1,356.50	37,307.63

EMPLOYEE DEDUCTIONS

Police Benevolent Fund	2,135.40	
F. I. C. A.	8,484.55	
Federal Withholding Taxes	53,744.55	
Police Retirement Fund	3,933.92	
Sealer Retirement Fund	246.48	
Firemen Retirement Fund	3,246.99	
General Retirement Fund	6,306.07	
Blue Cross Insurance	6,366.77	84,464.73

TRUST FUNDS

Cemetery Perpetual Care	3,300.00	
Ministers Lot	232.16	
Sumner Knight Memorial Chapel	951.73	
Public Library Trust Fund	348.52	
Monadnock View Perpetual Care	2,195.00	
Deluge Hose Fund	30.67	
Keene City Band	31.57	
Elliot Community Hospital	33.14	
Invalid's Home	3.27	
Cemetery Trust Fund	241.24	
Charitable Trust Funds	400.00	
Monadnock View Permanent Impr.	726.84	8,494.14

MISCELLANEOUS

Union School District (note)	1,000.00	
Sealer of Weights & Meas.	393.87	
Dog License Expense	217.92	
Refunds - Motor Vehicle	83.05	
Refunds - Interest	1.88	
Licenses & Permits Expense	30.65	
Bicycle Registration Expense	120.00	
State Head Taxes	52,015.89	
Bond & Debt Retirement Tax	423.83	
Due Water (Sale of Timber)	4,000.00	
Reserve for Taxes, Overlay	4,013.51	
Assessors Machine Account	423.85	
Rhode's Property	36.23	62,760.68

NEW CONSTRUCTION

Airport Seal Coating	41,950.10	
Sewer Construction	6,217.92	
Maple Ave. & Winchester St. Sewer	25,449.54	
Purchase Railroad Sq.	745,583.70	
Airport Const.	23,600.16	842,801.42

TAX ANTICIPATION NOTE, 1958	696,684.19
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UNION SCHOOL DISTRICT	1,204,562.00
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COUNTY TAX, 1958	108,995.07
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PARKING METERS

Old Meters	23,695.34	
New Meters	29,637.30	53,332.64

INVENTORY HIGHWAY AND SEWER	36,251.80
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GARAGE EQUIPMENT ACCOUNT	98,581.74
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APPROPRIATION ACCOUNTS

General	877,991.64	
Capital	136,275.06	1,014,266.70

Total Cash Expenditures, 1958		\$4,248,502.74
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BALANCE SHEET

ASSETS

CASH

Cash in Bank	466,757.43	
Savings Bank	7,144.81	
Petty Cash	517.00	474,419.24

TAXES RECEIVABLE

Poll	3,776.14	
Property Taxes, Cur.	245,622.71	
Property Taxes, Del.	2,514.88	
Head Taxes	13,376.15	
Timber Taxes	208.16	265,498.04

TAX TITLE LIENS

26,068.81

TAX DEEDED PROPERTY

564.39

ACCOUNTS RECEIVABLES

Sidewalks	122.77	
Cemetery	3,249.50	
Sewer	3,734.57	
Airport	649.50	
Fire	90.00	7,846.34

MISCELLANEOUS

State Gas Tax	387.91	
Sumner Knight Chapel	345.95	
Due fr. Water	67,911.70	
Airport Const.	6,926.91	
Fire Retirement	27.00	
Sealers Retirement	16.20	
Collector's Cash Adj.	19.26	75,634.93

ESTIMATED INCOME

Local Taxes	10,546.59*	
State Taxes	4,140.65	
Miscellaneous	1,706.84*	
Departmental	964.93*	9,077.71*

INVENTORY Highway & Sewer

25,563.75

* Red

866,517.79

DECEMBER 31, 1958

LIABILITIES

DUE STATE

Head Taxes	14,586.76	
Head Tax Penalties	587.39	15,174.15

APPROPRIATION ACCOUNTS

General	30,229.28	
Capital	36,758.07	66,987.35

TRUST FUNDS

Monadnock View Perm. Imp.	5,550.43	
Charitable	20.83	
Library	4,477.11	
Parks	2,507.13	
Recreation	282.89	
Roadside	510.97	
Cemetery	8,604.67	21,954.03

MISCELLANEOUS

Rhode's Property	330.91	
Sale of Property	5,600.00	
Assessors Machine	981.11	
Sealer Wgts. & Meas.	239.17	
F. I. C. A.	673.88	
Withholding Taxes	5,298.65	
Police Retirement	6.05	
Purchase Railroad Sq.	51,064.82	
General Retirement	396.09	
Blue Cross	435.10	
Union School District	557,659.75	
Tax Abatements	11,142.64	633,828.17

RESERVES

Bond Fund	400.00	
Cancelled Bonds & Cks.	1,709.85	
Parking Meter Income	4,964.04	
Duncan Parking Meter	9,084.59	
Garage Equipment	13,598.91	
Airport Seal Coating	460.74	
New Sewers	101.44	30,319.57

SURPLUS

Unappropriated	78,729.84	
Arising fr. Inventories	19,524.68	98,254.52
		866,517.79

General Accounts	Approp.	Payrolls	Bills	Trans. out	Trans. in	Cash Rec.	Bal. Dec. 31, 1958
Hydrant rental	20,00.00		20,000.00				.00Cr.
Insurance	19,928.33		20,446.15			640.97	123.15
City Manager	10,200.00	9,300.00	896.05	208.30	208.30		3.95
Contingency Fund	5,000.00		3,143.54	3,707.97	1,851.51		.00Cr.
General Gov't Adms.	30,643.32	4,760.00	78.31				511.69
General Gov't	6,812.50	4,737.90	23,832.85		18.75		6,810.47
City Clerk	3,525.00	2,925.00	876.60	30.72			1,216.75
Elections	10,300.00	7,900.00	497.51	2.40		19.02	71.77
Municipal Court	5,000.00		2,256.16				160.46
Planning Board	12,010.00	4,795.93	4,871.53	232.70		602.32	128.47
Municipal Bldg.	15,137.60	13,360.23	6,680.00			1,198.86	903.69
Accounting Dept.	19,907.80	15,968.20	2,560.14	18.75		38.30	416.09
Assessor's	12,240.00	10,095.70	3,778.43			502.77	180.72
Tax Collector	45,406.02		2,117.83		1,609.20		529.24
Street Lighting	105,157.14	90,440.67	46,862.27	145.24	5,082.11	3,922.86	152.95
Police Department	83,153.26	70,199.07	20,846.87	117.13		232.39	2,729.33
Fire Dept.	17,400.00	14,590.05	1,477.74	719.35	35.16		36.73
Engineering Dept.	4,100.00	3,850.00	231.00				648.02
Sealer Wgts & Meas.	121,665.74	120,372.42					19.00
Public Works, Salary	4,649.00		3,997.80	560.55	685.45	678.62	2,657.39
Public Works, Adm.	50,250.00		22,638.29	27,689.12	8.55	1.20	100.40
Public Works, Summer	30,000.00		2,086.74	29,282.80	112.83	104.45	119.87
Public Works, Winter	19,700.00		9,618.14	10,729.18	1,816.60		447.06
Public Works, Sewer	14,000.00		3,123.57	10,094.55			647.32Cr.
Sanitary Fill	9,600.00		10,811.97		2,500.00		781.88
Forestry	28,300.00	869.75	29,843.95	249.05	55.26	2,439.01	1,288.03
Airport	8,862.50	7,062.50	1,168.56	395.27	11.75		168.48Cr.
Health Dept.	58,990.00	3,900.00	48,656.71			247.92	247.92
Welfare Dept.	30,254.00	21,586.50	7,393.22			1,894.98	8,328.27
Public Library	18,929.00	12,186.61	6,722.11	109.05	90.00		1,274.28
Recreation Dept.	6,052.80	4,437.31	1,903.51	46.19	376.54		42.33
Park Dept.	25,442.79	28,965.46	3,935.30	487.20	7,741.74	1,070.50	867.07
Cemetery Dept.	500.00	469.36					30.64
Plumbing Inspector	200.00	100.00	66.50				33.50
Zoning Board	1,835.00		1,835.00				.00Cr.
Patriotic Purposes	2,080.60		2,304.15	27.44	27.44	537.45	313.90
Civilian Defense	4,800.00	911.60	4,077.11		57.54		131.17Cr.
Unclassified	42,815.00		42,815.00				.00Cr.
Interest & Debt.	45,500.00		46,700.00		1,200.00		.00Cr.
Miscellaneous	955,702.40	453,784.26	424,208.33	84,852.96	23,488.73	13,883.70	30,229.28

CAPITAL SUMMARY

DEPARTMENT	1957 Carry-overs	1958 Budget	Transfers in	Cash Receipts	Expenditures	Transfers out	Bal. Dec. 31, 1958
Purchase of Armory Site		5,000.00			5,000.00		.00
City Clerk	50.60					50.60	.00
City Hall Oil Burner		1,456.30	543.70	9,201.65	10,716.26		485.39
City Hall Repairs	131.00					131.00	.00
Accounting	3.79	475.00			446.48	3.79	28.52
Tax Collector	88.02					88.02	.00
Police	296.53	1,964.85		7,443.48	7,853.35	1,851.51	.00
Fire		4,500.00			4,500.00		.00
Engineering	122.14				122.14		.00
Airport		500.00			373.64		126.36
Public Works, Equipment	79.68	6,645.00			6,436.89	79.68	208.11
Health Dept.	346.18				313.18		33.00
Cemetery	424.37	1,354.63			1,772.18		6.82
Parks	1,773.27	4,000.00			5,048.55		724.72
Information Booth	311.33				82.04	161.33	67.96
T. R. A.—A	59.45*	1,825.74	52.10	12,205.98	13,997.37		27.00
Sidewalk Improvements	5,908.04	10,000.00		20.00	15,646.11		281.93
Street Improvements	3,599.21	17,175.00	298.86	2,013.36	22,230.31		856.12
T. R. A.—B	20,040.00	10,020.00					30,060.00
Drain Construction	5,236.20*	9,300.00	40.00		4,100.66		3.14
Beaver Brook Improvements	5,386.77		529.73		2,501.61		3,414.89
Sewer Improvements	425.69*			21,000.00	66,676.40		16.81
Ladies Park Improvements	417.30	43,618.90	2,500.00				417.30
Totals	33,256.89	117,835.42	3,964.39	51,884.47	167,817.17	2,365.93	36,758.07

City Hall, Police, and Fire
Expenditure amounts include the
amounts turned over to Trust Funds.

STATEMENT OF INCOME AND EXPENDITURES BY THE MONTH

Month	Receipts	Expenditures	Balance end of Month
December, 1957			400,583.66
January, 1958	78,167.69	163,853.95	314,897.40
February	243,714.61	388,960.79	169,651.22
March	294,408.34	382,535.12	81,524.44
April	541,166.83*	380,100.81	242,590.46
May	253,960.80	311,650.14	184,901.12
June	512,700.89**	267,811.77	429,790.24
July	174,451.02	384,213.37	220,027.89
August	167,273.09	186,087.60	201,213.38
September	185,111.32	249,183.19	137,141.51
October	220,219.62	223,009.11	134,352.02
November	1,197,059.69	273,928.05	1,057,483.66
December	396,994.31	987,720.54#	466,757.43

* Including \$300,000.00 Temporary Loan Taxes

** Including \$400,000.00 Temporary Loan Taxes

Paid off \$700,000.00 Temporary Loan Taxes

GENERAL DEBT STATEMENT

December 31, 1958

Description	Rate of Interest	Issue	Date of Maturity	Issued	Bonds Outstanding
Sewer Improvements	3.63%	1955	1957	470,000.00	395,000.00
Park Avenue & Winchester St. Sewer	3.30%	1957	1977	75,000.00	71,000.00
Municipal Parking Lot	3.40%	1957	1977	350,000.00	330,000.00
				895,000.00	796,000.00

WATER DEBT STATEMENT

December 31, 1958

Description	Rate of Interest	Issue	Date of Maturity	Issued	Bonds Outstanding
Pumping Station	1.80%	1952	1972	240,000.00	168,000.00
Crosstown Water Main	3.30%	1957	1977	200,000.00	190,000.00
				440,000.00	358,000.00

SHORT-TERM DEBT

December 31, 1958

Description	Rate of Interest	Issue	Date of Maturity	Issued	Bonds Outstanding
Hastings Ave. Sewer	2.50%	1958	1960	21,000.00	21,000.00
Additional Maple Ave. & Winchester St. Sewer	2.50%	1958	1950	5,000.00	5,000.00
Airport Seal Coating	2.50%	1958	1960	42,410.84	42,410.84
				78,410.84	78,410.84

CITY OF KEENE
COMPARATIVE STATEMENT ESTIMATED AND ACTUAL REVENUE
TWELVE MONTHS ENDING DECEMBER 31, 1958

LOCAL TAXES

Poll	14,022.00	13,440.07	95.8
Property	824,326.90	1,973,070.95	239.3
National Bank Stock	4,735.30	4,735.30	100.
Timber Yield	1,500.00	1,321.73	88.1

STATE CREDITS

Interest & Dividends	43,203.62	43,419.55	100.5
Savings Bank	6,000.00	4,157.68	69.2
Railroad	3,000.00	3,236.86	107.8
Flood Control	3,000.00	3,485.74	116.2

MISCELLANEOUS

Interest on Taxes	8,400.00	8,612.56	102.5
Motor Vehicles Permits	93,000.00	91,500.08	98.4
Court Fines	5,400.00	5,467.89	101.3
Licenses & Permits	2,300.00	2,075.00	90.2
City Clerk Fees	3,800.00	3,440.18	90.5
Dog Licenses	2,700.00	2,653.87	98.3
Rent, Sale of City Property	1,800.00	5,718.64	317.7
Public Works, Sewer	6,000.00	5,030.28	83.8
Cemeteries	5,350.00	4,630.50	86.6
Library Book Fines	1,750.00	1,659.00	94.8
Airport	4,000.00	5,021.50	125.5
Parking Fines	3,700.00	4,155.00	112.2
Fire & Health	100.00	257.00	257.0
Bicycle Registrations	150.00	256.00	170.7
Assessor's Machine	800.00	1,136.06	142.0
Head Tax Revenue	4,500.00	4,376.92	97.3
Surplus Appropriated	30,000.00	30,000.00	100.8
	<u>\$1,073,537.82</u>	<u>\$2,222,858.36</u>	<u>207.6</u>

WATER UTILITIES

December 31, 1958

PROFIT & LOSS STATEMENT

INCOME

Construction	2,323.73	14,583.65
Sales - Rates	12,519.55	128,123.14
Hydrant Rental	840.00	20,840.00
Interest Earned	.00	141.49
	15,683.28	163,688.28

EXPENSES

Salaries-Adm. and Office	2,651.55	16,123.86
Water Shed-Payroll	.00	216.06
Expense	.00	4,748.94
Mains-Payroll	241.69	4,442.12
Expense	90.97	1,859.32
Filters-Payroll	568.47	6,946.85
Expense	851.67	7,226.21
Hydrants-Payroll	876.84	5,510.25
Expense	12.57	2,194.38
Meter-Payroll	593.36	6,295.01
Expense	390.30	7,921.86
Services-Payroll	1,564.61	11,095.48
Expense	2,456.66	12,516.01
Office and Overhead Expense	757.69	3,577.38
Interest on Bond	.00	9,840.00
Depreciation Expenses:		
Water Supply Structure	277.17	3,326.04
Pumping Station Structure	36.70	440.40
Purification Structure	23.63	283.56
Pumping Station Equip.	343.25	4,119.00
Purification Equip.	260.67	3,128.04
Distribution Mains Equip.	924.37	11,092.44
Service Equipment	101.19	1,214.28
Hydrants Equipment	81.73	980.76
Meter Equipment	298.74	3,584.88
Other Equipment	50.83	609.96
	13,454.66	129,293.09
P. & L.	2,228.62	34,395.19

BALANCE SHEET

WATER UTILITIES

December 31, 1958

Assets

Cash in Bank	36,936.56	
Cash for Depr. Fund	4,460.51	
Petty Cash	33.00	41,430.07
<i>Accounts Receivables</i>		
Rates	19,295.64	
Construction	6,941.53	26,237.17
<i>Inventories</i>		35,957.56
<i>Water Cap Expenditures</i>		43,648.94
<i>Real Estate - Land</i>		78,022.55
<i>Crosstown Water Main</i>		6,844.81
<i>Equipment</i>		1,791.10
Water Supply Structure	332,613.81	
Less Depr.	142,533.49	190,080.32
Pumping Station Struct.	11,010.73	
Less Depr.	2,655.55	8,355.18
Purification System Str.	7,091.24	
Less Depr.	2,658.49	4,432.75
Store Dep't Structure	2,239.02	
Less Depr.	2,239.02	.00
Pumping Station Equip.	41,190.99	
Less Depr.	22,409.00	18,781.99
Purification Equip.	31,282.44	
Less Depr.	21,064.56	10,217.88
Distribution Mains	1,066,477.44	
Less Depr.	368,231.89	698,245.55
Services	60,716.77	
Less Depr.	13,535.53	47,181.24
Hydrants	52,940.17	
Less Depr.	27,108.52	25,831.65
Meters	89,621.66	
Less Depr.	73,085.94	16,535.72
Other Equipment	9,915.05	
Less Depr.	6,833.47	3,081.58
		1,256,676.06

WATER UTILITIES

BALANCE SHEET

December 31, 1958

Liabilities

Accounts Payable - General Fund	67,911.70
Municipal Investments	775,664.86
Surplus Arising fr. Inventories	25,579.32
Water Shed (Capital Income)	822.00
Due Bond Fund	168,000.00
Bond-Crosstown Water Main	190,000.00
Sale of Timber (Knight Property)	4,000.00
Deficit	33,121.40*
Surplus Reserve	23,424.39
Current Surplus	34,395.19

1,256,676.06

CITY OF KEENE WATER UTILITIES
COMPARATIVE STATEMENT ESTIMATED AND ACTUAL REVENUE
TWELVE MONTHS ENDING DECEMBER 31,1958

	Estimate Per Budget	Actual to Date	% of Estimate
Water Rates	132,000.00	128,123.14	97.1
Service Connections	15,000.00	14,583.65	97.2
Hydrant Rental	21,000.00	20,840.00	99.2
Totals	168,000.00	163,546.79	97.3

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