



**THE TRUSTEES OF RESERVATIONS
ARCHIVES & RESEARCH CENTER**

Guide to

**Charles W. Eliot II Papers
(1891-1993)**

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by Leslie Thayer Piper

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ADMINISTRATIVE INFORMATION

PROVENANCE

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Charles W. Eliot II Papers. The Trustees of Reservations, Archives and Research Center.

RESTRICTIONS ON ACCESS

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BIOGRAPHICAL NOTE

Charles William Eliot II (1899-1993) was born on 5 November 1899, the nephew of The Trustees' founder, Charles Eliot, and grandson of Charles William Eliot, the President of Harvard University from 1869 to 1909 and The Trustees' President from 1905 to 1926, for whom he was named. His father, Samuel Atkins Eliot (1862-1950) was a graduate of Harvard College and the Harvard Divinity School, and served as the President of the American Unitarian Association for 29 years. After serving parishes in Denver CO, and Brooklyn NY, Samuel Eliot became the Senior Minister at the Arlington Unitarian Church, the largest Unitarian Church in Boston. In addition to his clerical responsibilities, Samuel Eliot wrote and edited several books on Boston and the history of Unitarianism. He married Frances Stone Hopkinson (1871-1920) in 1889. Charles W. Eliot II was the third of their six children, who included Rosamond Eliot (Rice), Elizabeth Eliot (McGiffert), Frances H. Eliot, Theodore Lyman Eliot, and Thomas Hopkinson Eliot.

Born and raised in Cambridge, Charles W. Eliot II attended the Buckingham School from 1905-1910, the Misses Smith School from 1910-1912, and graduated from the Browne and Nichols

School in 1916. Following his graduation, Eliot II served in Italy for a brief period with the US Army Field Artillery and the American Red Cross Ambulance Service during World War I. He matriculated at Harvard University in 1916, and was a member of the Glee Club, the College Choir, the Hasty Pudding Club, the Speakers Club, the Liberal Club, the Hoover League, and the DKE fraternity. He was awarded the Bennett Prize, the Boylston Prize and the Baldwin Prize, graduating from Harvard with an A.B. in 1920. During the summer of 1922, he worked in the office of the Olmsted Brothers in Brookline, MA. He earned a master's degree in Landscape Architecture and Regional Planning from Harvard's Graduate School of Landscape Architecture in 1923, having been strongly encouraged (even mandated) by his grandfather to do so. From 1923-1924, Eliot II spent a year in Europe as the Harvard Sheldon Travelling Fellow in Planning, studying garden design in Italy, France and England, historic preservation in Holland and Belgium, and street design in Germany.

Eliot II's first employer after obtaining his master's degree in 1923 was The Trustees of (Public) Reservations - the organization founded by his uncle in 1891. By 1924, The Trustees had acquired eight properties and over 740 acres of land, and the Standing Committee had begun to feel the pressure of an increasing number of visitors to the properties due to the greater interest in and ease of travel by automobile. Communication among Local Committee members across the state was becoming unwieldy. The Standing Committee therefore decided that the administration of the properties would be well served by appointing a Field Secretary to oversee expenditures, visit the properties, and confer and coordinate with the local committees. Eliot II, newly graduated with his degree in Landscape Architecture, and possessing a family legacy of visionary planning and passionate stewardship of open land, was the obvious choice. He became the first paid employee of The Trustees, serving from 1924 - 1926 in the part-time position of Field Secretary.

Beginning his private practice in 1924 as a regional planner in Massachusetts, Charles Eliot II created plans for a number of metropolitan Boston towns including Arlington, Bedford, Duxbury and Yarmouth, as well as a number of private estates, gardens and house lots. He became Director of the National Planning Commission in Washington D.C. in 1926, while continuing his private practice as a landscape architect and consultant. He served from 1933 – 1943 as Executive Officer and Director of the National Resources Planning Board in the administration of Franklin D. Roosevelt. His career as a planner also took him to California to serve as Director of the Haynes Foundation from 1944-45, working in the Los Angeles region on research and education projects including a radio project on CBS titled "Destination Tomorrow" with newscaster Chet Huntley. He continued working in private practice as a planning consultant from 1946 – 1954 from Pasadena, California on sites in Arizona, Washington State and California. In 1955, Eliot II was named Charles Eliot Professor of Landscape Architecture and

Regional Planning at Harvard, a position he held until 1959, when he became Professor of City and Regional Planning. He held that post until his retirement in 1967; he later came out of retirement to accept an appointment as head of Harvard's Graduate School of Design. Throughout his Harvard teaching career, Eliot II continued his private practice as a landscape architect and planning consultant, creating town plans for Dover, Lincoln, Boxford, Concord, Hamilton, Middleboro, Harvard, and Wilmington (MA).

Eliot II also played a significant role in supporting and advocating for open space in the metro-Boston region through a myriad of public service activities. Chief among these was his advocacy in the Metropolitan Area Planning Council. Beginning with the inaugural meeting in 1964 and spanning almost 30 years, Eliot II's support of this organization provided guidance and inspiration that would have an enduring impact on regional planning. Eliot II understood that change and growth in metropolitan areas was inevitable, and he was determined to ensure that open, wild spaces be available to city residents, creating vital oases of peace and tranquility, and promoting the health and well-being of Massachusetts residents and visitors. His many other public service activities included his participation with the Back Bay Historic District Study Commission, the Massachusetts Conservation Council, the Cambridge Historical Commission, and the Governor's Advisory Committee on the Bay Circuit Greenbelt.

Eliot II's professional affiliations included The American Institute of Planners, the Association for Olmsted Parks, and the Friends of Acadia National Park, as well as the Boston Society of Landscape Architects, the Bunker Hill Monument Association, and the Cambridge Historical Society, where he once served as president. He was also a fellow of the Boston Society of Landscape Architects and in 1964 was became a fellow in the American Academy of Arts and Sciences. He was intensely committed to encouraging cooperation among organizations and municipalities in support of preserving beautiful and historic places for the common good.

Eliot's lifelong and dynamic association with The Trustees is well documented in The Trustees' archives. He served as Secretary of the Standing Committee from 1925-26, and was a member of both the Standing Committee and the Advisory Council for many years. His passion for his committee work and for the mission of The Trustees is exemplified in the voluminous pages of questions, clarifications, corrections and criticisms he often submitted to The Trustees secretary in follow-up communications after every monthly meeting. His pages of notes often conclude with spirited injunctions such as “. . . make this happen! Time is of the essence!” As former The Trustees Director Gordon Abbott Jr. states in his book, *Saving Special Places*, “. . . Eliot's remarks were not only often useful, but were made with a genuine concern for the welfare of the organization as a whole.”

Charles W. Eliot II persistently advocated for the completion of the Bay Circuit, a greenway project that had been proposed by the Secretary of The Trustees, Henry M. Channing in 1929, but which had languished since that time due to the larger concerns of the Depression and World War II, and then later, due to lack of funds after legislation to accept the proposed plan had been ratified. Eight decades after its conception, the Bay Circuit became the Bay Circuit Alliance, when the Appalachian Mountain Club joined the Trustees in support of this unique greenway. Shortly before his death, Charles Eliot wrote, “. . . hurry up and get it completed, because I am 92 years old.” Today, the Trail runs through 37 towns and continues to grow.

Charles W. Eliot II married Regina Phelps Dodge in Colorado Springs, Colorado in 1928. Together they had four children: Charles W. Eliot III, Carolyn Eliot Hitchcock, John Eliot, and Lawrence G. Eliot. At the time of his death, Eliot II had fifteen grandchildren and 7 great-grandchildren. Charles W. Eliot II died in Cambridge, MA on 16 March 1993. The Trustees of Reservations established the Charles W. Eliot II Land Conservation Fund in his name, the mission of which is to support the efforts of The Trustees in protecting in-holdings and other critical areas adjacent to The Trustees properties.

Charles W. Eliot II’s passionate interest in thoughtful regional planning and the preservation of open spaces is built on the legacy of the two Charles Eliots – his grandfather and his uncle – who preceded him. According to Wesley Ward, longtime Land Conservation Director of The Trustees, Eliot II was “a nationally respected regional and community planner and a staunch advocate for open space protection.” He was the first paid employee of The Trustees, a dedicated volunteer, long-time board member, and, in the words of Wesley Ward, “the conscience of the land preservation movement in Massachusetts.”

Sources:

Abbott, Jr., Gordon. [Saving Special Places](#). The Ipswich Press, December 1993.

DESCRIPTION OF THE PAPERS

The Charles W. Eliot II Papers are comprised of the materials collected and created by Charles Eliot II during his long association with The Trustees of Reservations. The bulk of the collection is from 1959 – 1984. The papers are organized into nine series: Correspondence, Trustees History, Trustees Policies, Standing/Executive Committee Meetings Minutes (1957 -1989), Trustees Properties, Publications, Clippings, Charles W. Eliot II, and Maps and Plans.

Series I, Correspondence, includes letters from Charles Eliot II to Arnold Gifford, Peter Hornbeck, Charles Bird, and others. It also includes a letter to Charles Eliot II from Theodore Roosevelt. There is correspondence between Gordon Abbott and Susan Maney, and between Mabel Choate and Fletcher Steele. (Please note, in order to respect and maintain the author’s

original and intentional order, correspondence and letters pertaining to particular issues and properties have been retained in their original arrangement, and thus may be found in series other than “Correspondence.”) Series I also includes newspaper articles, photos, maps, sketches, and obituaries of Mabel Choate, Fletcher Steele, and Loring Conant. It also contains a copy of the 1891 document regarding the founding of The Trustees, the 1959 minutes and notes from a Reservation Committee meeting, and a handwritten poem to Charles Bird from Charles Eliot II.

Series II, Trustees History, includes significant newspaper articles from 1891, 1929, 1903, and 1930, as well as reports on the Crane Reservation, a list of reservations and donors, maps and articles concerning the Bay Circuit, and documents related to the founding of The Trustees. It also includes notes of Charles Eliot II concerning the centennial of The Trustees.

Series III, Trustees Policies, is organized into three subseries: General Policies, Future Policy Report (Drafts and Final), and Development. The first subseries, General Policies, contains documents regarding the establishment of policies for property visits and for master plans. It also includes an amusing note from Charles Eliot II.

The second subseries, Future Policy Report, contains multiple drafts of the 1977 report, notes, draft questionnaires and correspondence regarding the report, and the final copy of the report. It also includes a report from the Nature Conservancy and a report concerning the crisis of parkland in Greater Boston.

The third subseries, Development, includes fundraising brochures and sample letters, information on the open space campaign, and a fundraising feasibility study, as well as letters and notes from committee members regarding donations.

Series IV, Standing/Executive Committee Meeting Minutes, is arranged chronologically beginning in 1959. The associated papers, including notes, clippings, correspondence, maps, and reports, have been retained with the minutes which reference them, per the author’s intention.

Series V, Trustees Properties, is organized into three subseries: Individual Properties, Conservation Restrictions, and Legal and Financial Matters. The first subseries, Individual Properties, consists of maps, clippings, draft reports, notes, correspondence, obituaries, and other material related to specific properties, as well as a list of properties no longer owned by The Trustees.

The second subseries, Conservation Restrictions, includes documents, letters, maps, and reports relative to Conservation Restrictions in general, as well as to specific Conservation Restrictions on The Trustees properties.

The third subseries, Legal and Financial Matters, contains legislation regarding beach access, a tax exemption grant, correspondence and information regarding a sewer easement in Medfield, and materials concerning the resignation of Bradley Williams (possibly sensitive?).

Series VI, Publications, is organized into two subseries: The Trustees and Outside Institutions. The first series, The Trustees, is comprised of The Trustees newsletters from Winter 1983 and Summer 1975, and a booklet titled "*Historic Sites and Natural Places*."

The second subseries, Outside Institutions, is comprised of booklets and brochures from several conservation institutions including the Appalachian Mountain Club, the Massachusetts Audubon Society, and the Manchester Conservation Trust, as well as an academic paper titled "Open Spaces and the North Shore."

Series VII, Clippings, is comprised of newspaper articles in three folders dated 1967-71, 1970, and 1975.

Series VIII, Charles W. Eliot II, includes several obituaries of Charles Eliot II, several memorial articles, copies of letters from Charles Eliot II to Fred Winthrop, then Director of The Trustees, dating from June 1992 through January 1993, and letters and information regarding Eliot's memorial service.

Series IX, Maps and Plans, consists of two maps; one oversized and one brittle and fragile.

Additional information on Charles W. Eliot II may be found in the Harvard University Archives and in the archives of the Cambridge Historical Society.

In the following descriptions, Charles Eliot II may be referred to as CWE II.

BOX	FOLDER	CONTENTS	DATE
Series I. Correspondence			
0.4' (1 box)			
Dates: 1926-1979			
Series I, Correspondence, is organized according to CWE II's original order.			
CORRESPONDENCE			
1	1	Handwritten letters from Arnold Gifford	1926 Oct 7
1	1	Typed letter from CWE II to Fred Holburn	1960 Apr 7
1	1	Cocktail party invitation from Samuel Wakeman	1968 Oct 16
1	1	Handwritten note to CWE II from "R"	n.d.
1	2	Letters from Peter Hornbeck and Loring Conant	1961
1	2	Castle Hill Concert Program	1961
1	2	Clippings	1961
1	2	Peter Hornbeck C.V. and letter of interest	1978
1	3	Requests, bills and payments rendered for maps of open space	1927-1928
1	4	Requests, bills and payments rendered for maps of open space	1927-1928
1	5	Letters from CWE II to Charles Bird	1925-1928
1	5	Newspaper article – "More Blue Blazes amid the Green Leafage of the Milton Hills"	1925 Apr 25
1	6	Letter from CWE II re: canoeing on the Potomac	n.d.
1	6	Maps of Boxford Wildlife Reservation, Mt. Holyoke Reservation	n.d.

Fragile

BOX	FOLDER	CONTENTS	DATE
CORRESPONDENCE			
1	6	Notes and letters to CWE II from Charles Bird and T.E. Rovers	1927-1928
1	6	Note from Smith College Geology Dept. re: Dinosaur footprints	1925
1	7	Letters from CWE II to Charles Bird	1927-1928
1	7	Cancelled checks and deposit slips	1926
1	7	Paid bills	1925-1926
1	7	Letters to and from CWE II	1925-1926
1	8	Newspaper articles regarding new bird sanctuary	1925-1926
1	8	Letters to CWE II from Charles Bird and Arthur Comey	1926-1927
1	9	CWE II letters to Charles Bird	1925-1927
1	9	Letter from Theodore Roosevelt re: Conference on Outdoor Recreation	1926 Jul 12
1	9	Letters re: Open Spaces Committee	1926-1927
1	10	Handwritten poem by CWE II to Charles Bird	n.d.
1	10	Note regarding Dr. Joel Goldthwait's will	n.d.
1	10	Correspondence between Lawrence Fletcher and Charles Bird	1952 Mar 10
1	10	Draft of obituary for Charles Bird	1980
1	11	Letters and notes concerning the Reservations Committee	1956-1957
1	11	Sketch maps of the Mashpee River, Whitney Woods, and Wilfred Wheeler properties	1956

BOX	FOLDER	CONTENTS	DATE
CORRESPONDENCE			
1	11	Color sketch map of the Pickman Estate (2)	1956
1	12	CWE II notes and letters re: Reservations Committee	1956-1959
1	13	Obituaries of Mabel Choate and Fletcher Steele	1958, 1963
1	13	Correspondence – Mabel Choate and Fletcher Steele	1953
1	13	Letter to Gordon Abbott from Susan Maney	1989
1	14	Correspondence between Fletcher Steele and Mabel Choate re: prospective properties	1977-1979
1	14	Prayer and obituary for Loring Conant	1989
1	14	Copy of document re: founding of the Trustees	n.d.
1	15	Letters from Open Space members including W. Neilson, president of Smith College	1925-1926
2	1	Correspondence – establishing Open Spaces Conference	1925
2	1	Friends of our Native Landscape – essay by Jens Jensen	1925
2	1	Letter to Theodore Roosevelt from CWE II	1926
2	2	Materials in support of state forests and county parks	1924-1926

Included are a bill to restrict billboards, Information on the Appalachian Trail, a list and description of state forests, a publication of the National Forestry Association titled "Why We Should Have Town Forests," affiliated bird clubs, membership list of MA Fish and Game, and a brief outline of proposed study and report on municipal and county parks and their human uses.

BOX	FOLDER	CONTENTS	DATE
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Series II. Trustees History

0.4' (one box)
 Dates: 1891- 1975

Series II, Trustees History, is organized chronologically.

TRUSTEES HISTORY

2	3	Significant publications and articles, including:	
2	3	Open Spaces for Public Resort	1891
2	3	American Park and Outdoor Art Association	1903
2	3	Bay Circuit Proposal	1929
2	3	Special Commission	1930
2	3	Gift of 1000 acres from Richard Crane	1945
2	4	Newspaper articles, notes, and reports on open space	1927-1930
2	5	Newspaper articles, notes, and reports on open space	1930-1934
2	6	Maps of existing and proposed open spaces	1927-1929
2	7	Maps, reports, booklets, petition, and landscape survey, including the 1929 map of the Bay Circuit	1929-1957
2	8	Correspondence regarding The Trustees name change	1945
2	9	Clippings about Arthur Lyman	1956
2	10	List of scenic areas in Massachusetts	n.d.
2	10	Notes and a report from CWE II	1959
2	10	Report by Fletcher Steele	n.d.
2	11	CWE II notes on Trustees history, 1891 - 1966	1966

BOX	FOLDER	CONTENTS	DATE
TRUSTEES HISTORY			
2	11	Notes re: 75 th anniversary of The Trustees	1966
2	11	Map of Province Lands	1892
2	11	Copy of a bill re: Province lands	1892
2	12	Report of the Governor's Advisory Commission on Open Spaces	1967-1969
2	12	Newspaper articles on property acquisition	1968, 1975
2	12	Report of Activities for 1968	1968
2	13	Short history of The Trustees	n.d.
2	13	National Trust Calendar (England)	1960
2	13	First Annual Report – Essex County Greenbelt Association	1962-1963
2	14	<i>Stewardship</i> (book published by the Open Space Action Committee of New York)	1965
3	1	Timeline	1965
3	1	Notes of Gordon Abbott	1965-1966
3	1	Letters and notes from CWE II	1965-1966
3	1	Notes and bills re: map reproduction	1965
3	2	Reprint of the 1933 Report of the Massachusetts Landscape Survey	1969
3	2	Report of Activities for 1969	1969
3	2	Report and Recommendations of the Governor's Advisory Committee on Open Space and Outdoor Recreation	1969

BOX	FOLDER	CONTENTS	DATE
TRUSTEES HISTORY			
3	3	Castle Hills Buildings and Grounds – Preliminary Maintenance Proposals	1970
3	3	Report on Misery Islands Reservation	n.d.
3	4	Report of Activities for 1972	1972
3	4	Report of Activities for 1973	1973
3	4	The Land Conservation Trust: Report of Activities	1972-1973

Series III. Trustees Policies

0.8' (2 boxes)
Dates : 1948-1980

Subseries 1, General Policies, is arranged chronologically.

GENERAL POLICIES

3	5	Property visits and suggested policies/work required	1948-1960
3	6	Drafts of policies, master plans, profiles	1970-1977
3	6	Correspondence and reports	1950
3	6	Amusing note from CWE II	1972 Apr 16

Subseries 2, Future Policy Drafts and Final Report, is arranged chronologically.

FUTURE POLICY DRAFTS AND FINAL REPORT

3	7	Notes, reports, and drafts of the Future Policy Committee (FPC) (overview)	1966-1976
3	7	Minutes of FPC meetings 2 through 11	1976

BOX	FOLDER	CONTENTS	DATE
FUTURE POLICY DRAFTS AND FINAL REPORT			
3	7	Letters and notes of CWE II	1976
3	7	Report – The Parkland Crisis in Greater Boston	1967
3	8	Minutes of FPC meetings 12 through 14	1976
3	9	Minutes of FPC meetings 15 through 16	1976
4	1	Minutes of FPC meeting 17	1976
4	1	Draft 2 of the Report of the Future Policy Committee	1976 June
4	1	Notes of CWE II	1976
4	2	Draft 3 of the Report of the FPC	1976 Aug
4	3	Draft 4 of the Report of the FPC	1976 Oct
4	4	Draft 5 of the Report of the FPC	1976 Dec
4	5	Draft 6 of the Report of the FPC	1977 Jan
4	6	Final Draft of the Report of the FPC	1977 Apr
4	7	Final Version of the Report of the FPC (copy 1)	1977 Oct
4	8	Final Version of the Report of the FPC (copy 2)	1977 Oct

Subseries 3, Development, is arranged chronologically.

DEVELOPMENT

5	1	Proposal for Open Spaces in Massachusetts (CWE II)	1957
5	1	Proposal for Open Space Campaign (CWE II)	1961
5	1	Letters and notes from committee members	n.d.
5	2	Trustees and sample development letters	1969-1973

BOX	FOLDER	CONTENTS	DATE
DEVELOPMENT			
5	3	Sample letters and brochures	1969-1976
5	4	Colonel Ashley House/Bartholomew's Cobble Development Campaign letters	n.d.
5	5	Campaign Committee list	n.d.
5	5	Project Summary	n.d.
5	5	History of the Colonel John Ashley House by Hal Borland	n.d.
5	6	A Study of Fundraising Feasibility (Barnes and Roche)	1980

Series IV. Standing/Executive Committee Meeting Minutes

5.2' (13 boxes)

Dates: 1948 – 1992

Series IV, Standing/Executive Meeting Minutes, is arranged chronologically by folder, but in reverse chronological order within each folder; i.e. the most recent materials are first in the folder (this is to preserve CWE II's original order). The minutes of each meeting are arranged with associated materials, which may include clippings, correspondence, maps, news releases, notes, photographs, and reports.

STANDING/EXECUTIVE COMMITTEE MEETING MINUTES

5	7	Annual Conference Booklets for the years 1948-50 and 1955	1948-1955
5	8	Booklet of maps of reservations – 16 properties	n.d.
5	8	Small brochure of maps	n.d.
5	8	66 th Annual Report 1956 (2 copies)	1956
5	9	Standing/Executive Committee Minutes	1956
5	9	Establishing the Bay Circuit (report)	1956 Aug

BOX	FOLDER	CONTENTS	DATE
STANDING/EXECUTIVE COMMITTEE MEETING MINUTES			
5	10	Annual Conference Meeting Notes for 1956	1957 Jan
5	10	Fletcher Steele – Trustees activities/accomplishments	1957 Jan 1
5	10	Standing/Executive Committee Minutes	1957 Jan-Oct
5	11	Standing/Executive Committee Minutes	1957 Dec 10
5	11	Standing/Executive Committee Minutes	1958 Jan 14
5	11	Annual Conference Meeting notes for 1957	1958 Jan 29
6	1	Standing/Executive Committee Minutes	1958 Jan-Feb
6	2	Standing/Executive Committee Minutes	1958 Feb-Mar
6	2	Report on Pierce Property, Milton	1958 Feb
6	3	Standing/Executive Committee Minutes	1958 Apr-Jun
6	4	Standing/Executive Committee Minutes	1958 Jul-Sep
6	5	Standing/Executive Committee Minutes (1 of 2)	1958 Sep-Dec
6	6	Standing/Executive Committee Minutes (2 of 2)	1958 Sep-Dec
6	7	Standing Committee letters to and from members	1958
6	8	Standing/Executive Committee Minutes	1959 Jan-Apr
6	8	Annual Meeting Conference announcement	1959 Jan
6	8	Clipping – Trustees move to Milton	1959 March
6	9	Standing/Executive Committee Minutes	1959 Apr-Aug
7	1	Standing/Executive Committee Minutes	1959 Aug-Dec
7	1	Photos and map of Pilot’s Hill, Gloucester	n.d.

BOX	FOLDER	CONTENTS	DATE
STANDING/EXECUTIVE COMMITTEE MEETING MINUTES			
7	1	Survey of Agassiz Rock and surrounding area	n.d.
7	1	Report on Policy Considerations for Crane Reservation	1960 July 6
7	1	Letter regarding donation of Connor Park	1959 Dec 28
7	2	Standing/Executive Committee Minutes	1960 Jan-May
7	3	Standing/Executive Committee Minutes	1960 Jan- Ju
7	4	Standing/Executive Committee Minutes	1960 Aug-Dec
7	4	Annual Meeting Conference announcement	1961 Jan
7	5	Standing/Executive Committee Minutes	1961 Jan-May
7	5	Resolution to “intensify efforts”	1961 Jan 25
7	6	Standing/Executive Committee Minutes	1961 Jun-Oct
7	7	Standing/Executive Committee Minutes	1961 Oct-Dec
7	8	Standing/Executive Committee Minutes	1962 Jan-Jul
7	9	Newspaper articles re: the future of Castle Hill	1962 Jul 26
7	9	Standing/Executive Committee Minutes	1962 Aug-Dec
7	9	Standing/Executive Committee Minutes	1963 Jan-Feb
8	1	Standing/Executive Committee Minutes	1963 Feb-Jul
8	2	Standing/Executive Committee Minutes	1963 Jul-Dec
8	2	Sketch map of Pilot’s Hill	n.d.
8	3	Standing/Executive Committee Minutes	1964 Jan-May

BOX	FOLDER	CONTENTS	DATE
STANDING/EXECUTIVE COMMITTEE MEETING MINUTES			
8	3	Clipping re: Miné Crane's intention to donate Crane Estate to The Trustees	1964 Apr 28
8	4	Standing/Executive Committee Minutes	1964 May-Dec
8	4	Annual Meeting Conference announcement	1965 Jan 27
8	5	Standing/Executive Committee Minutes	1965 Jan-May
8	6	Standing/Executive Committee Minutes	1965 Jun-Oct
8	7	Nantucket Conservation Foundation booklet	1965 Aug
8	7	Standing/Executive Committee Minutes	1965 Oct-Dec
8	7	Standing/Executive Committee Minutes	1966 Jan
8	7	Minutes of a Standing Committee Special Meeting	1966 Jan 26
8	8	Standing/Executive Committee Minutes	1966 Jan-Jun
8	8	Newspaper feature article on Crane Beach	1966 Mar 3
8	9	Standing/Executive Committee Minutes	1966 Jun-Jul
8	9	Report – Survey of Publicity Potential and Consideration for 75 th Anniversary	1966 Jun 7
9	1	Standing/Executive Committee Minutes	1966 Aug-Dec
9	1	Standing/Executive Committee Minutes	1967 Jan
9	1	75 th Anniversary Commemorative Report	1966
9	2	Standing/Executive Committee Minutes	1967 Feb-Mar
9	3	Standing/Executive Committee Minutes	1967 Apr
9	4	Standing/Executive Committee Minutes	1967 May-Jul

BOX	FOLDER	CONTENTS	DATE
STANDING/EXECUTIVE COMMITTEE MEETING MINUTES			
9	5	Standing/Executive Committee Minutes	1967 Jul-Sep
9	6	Standing/Executive Committee Minutes	1967 Sep-Dec
9	7	Article – “A Rural Problem: Will Martha get Raped?” published by the Vineyard Conservation Society	n.d.
9	8	Annual Meeting - Report of Activities (2 copies)	1968 Jan 31
9	8	Annual Meeting – Secretary’s Report	1968 Jan 31
9	9	Report of Activities for 1968 (3 copies)	1968
9	9	History of Rocky Woods and Mt. Ann Reservations	n.d.
9	10	Standing/Executive Committee Minutes	1968 Jan-Mar
10	1	Standing/Executive Committee Minutes	1968 Apr
10	1	Report on Misery Islands Reservation Part I – Property Management	n.d.
10	2	Standing/Executive Committee Minutes	1968 May-Jul
10	2	Study: The Mission House by Edward R. Gilbert (2 copies)	1968 Jun
10	3	Standing/Executive Committee Minutes	1968 Jul
10	3	History: The Choates at Naumkeag by Morgan Bulkeley	n.d.
10	4	Report of Activities for 1969	1969
10	4	Article: Charles Eliot II Receives 1969 Conservation Award	1970 Jan
10	5	1933 Report of the Massachusetts Landscape Survey (reprinted 1969)	1969
10	5	New Property Data Form	n.d.

BOX	FOLDER	CONTENTS	DATE
STANDING/EXECUTIVE COMMITTEE MEETING MINUTES			
10	6	Standing/Executive Committee Minutes	1970 Mar-May
10	6	Material on Conference Centers re: future uses for Castle Hill	n.d.
10	7	Standing/Executive Committee Minutes	1970 May-Jun
10	8	Profile and Project Summary of Bartholomew's Cobble	1970
10	8	Profile of Financial Needs	n.d.
10	8	Tax Information for Contributors	n.d.
10	8	History of the Colonel John Ashley House by Hal Borland	1970
10	9	Master Plan Study – World's End Reservation by Harvard University	n.d.
10	10	Report of the Director for 1971	1971
10	11	Unrelated letters, notes and clippings	1972
10	12	Report of the Committee on Interpretive Programs	1973
10	12	Report on Summer Project for Children	1973
10	12	Coskata, Coatue, Great Point: A Preliminary Plan For Management and Protection of the Area's Natural Resources	n.d.
10	12	Bulletin re: Bartholomew's Cobble	1970 Aug
10	12	Standing/Executive Committee Minutes	1973 Dec
10	12	Standing/Executive Committee Minutes	1974 Jan
10	12	Annual Meeting Announcement	1974 Jan
11	1	Standing/Executive Committee Minutes	1974 Jan-Feb

BOX	FOLDER	CONTENTS	DATE
STANDING/EXECUTIVE COMMITTEE MEETING MINUTES			
11	1	Report of Activities – Land Conservation Trust (2 copies)	1973
11	2	Standing/Executive Committee Minutes	1974 Mar
11	2	Crane Reservation Ranger’s Report of Activities	1973-1974
11	2	Tern Study Report	1973
11	3	Standing/Executive Committee Minutes	1974 Mar-Apr
11	3	Pamphlet – The Cape Cod Museum of Natural History	n.d.
11	4	Standing/Executive Committee Minutes	1974 Apr-May
11	5	Standing/Executive Committee Minutes	1974 Jun
11	5	Proposal – James W. Brooks Woodland Preserve	n.d.
11	6	Standing/Executive Committee Minutes	1974 Jun-Jul
11	6	Preliminary List of Donors	n.d.
11	6	Biography of Miné (Mrs. Cornelius) Crane	1974
11	7	Standing/Executive Committee Minutes	1974 Jul-Aug
11	7	Description of first wedding at Crane Beach	1974 Jul
11	8	Standing/Executive Committee Minutes	1974 Aug-Oct
11	9	Standing/Executive Committee Minutes	1974 Sep-Oct
11	10	Standing/Executive Committee Minutes	1974 Nov
11	11	Standing/Executive Committee Minutes	1974 Dec
11	11	Wasque Reservation Cape Poge Wildlife Refuge	n.d.
12	1	Report of Activities	1974

BOX	FOLDER	CONTENTS	DATE
STANDING/EXECUTIVE COMMITTEE MEETING MINUTES			
12	2	Standing/Executive Committee Minutes	1975 Jan
12	3	Standing/Executive Committee Minutes	1975 Jan-Feb
12	3	Article on Mrs. Miné Crane	1974 Dec
12	4	Standing/Executive Committee Minutes (1 of 2)	1975 Feb-Mar
12	5	Standing/Executive Committee Minutes (2 of 2)	1975 Feb-Mar
12	5	Correspondence between Laurence Channing and CWE II	1975 Mar-Apr
12	6	Standing/Executive Committee Minutes	1975 Apr
12	6	Publication – Harrison House of Glen Cove (conference center)	n.d.
12	70	Standing/Executive Committee Minutes	1975 May-Jun
12	8	Standing/Executive Committee Minutes	1975 Jun-Jul
12	8	List of Trustees properties	n.d.
12	9	Standing/Executive Committee Minutes List of publications of the Trustees	1975 Jul-Aug
12	10	Chronology of Stevens-Coolidge Place	1962-1974
12	10	Essex County Greenbelt Association Newsletter Fall/Winter	1974
12	10	Standing/Executive Committee Minutes	1975 Aug-Sep
12	11	Standing/Executive Committee Minutes	1975 Oct
12	12	Standing/Executive Committee Minutes	1975 Nov

BOX	FOLDER	CONTENTS	DATE
STANDING/EXECUTIVE COMMITTEE MEETING MINUTES			
12	13	1975 Conservation Award – John Pierce	1975
12	13	Flyer – Essex County Greenbelt Association with map of Essex County	n.d.
13	1	Standing/Executive Committee Minutes	1975 Dec
13	2	Standing/Executive Committee Minutes	1976 Jan
13	2	Annual Meeting Announcement	1976 Jan
13	3	Standing/Executive Committee Minutes	1976 Feb
13	4	Standing/Executive Committee Minutes	1976 Mar
13	4	Cape Poge Report of Activities	1976
13	5	Standing/Executive Committee Minutes	1976 Mar-Apr
13	6	Standing/Executive Committee Minutes	1976 Apr-May
13	7	Standing/Executive Committee Minutes	1976 May -Jun
13	8	Standing/Executive Committee Minutes	1976 Jul
13	9	Standing/Executive Committee Minutes	1976 Aug-Sep
13	10	Standing/Executive Committee Minutes	1976 Sep-Oct
13	11	Standing/Executive Committee Minutes	1976 Nov
14	1	Standing/Executive Committee Minutes	1976 Dec
14	1	Annual Meeting Announcement	1977 Jan
14	2	Report of Activities for 1976	1977 Jan
14	2	Letter in Smithsonian Magazine re: Frederick Pratson article	1977 Aug

BOX	FOLDER	CONTENTS	DATE
STANDING/EXECUTIVE COMMITTEE MEETING MINUTES			
14	3	Standing/Executive Committee Minutes	1977 Feb
14	4	Standing/Executive Committee Minutes	1977 Feb
14	4	Smithsonian article on “Yankee Heritage” with photos by Eisenstaedt	1977
14	5	Standing/Executive Committee Minutes	1977 Mar
14	6	Standing/Executive Committee Minutes	1977 Apr
14	7	Exec/Standing Committee Minutes	1977 May
14	8	Standing/Executive Committee Minutes	1977 May
		Colored map of Ipswich area	
14	9	Standing/Executive Committee Minutes	1977 Jun
14	10	Standing/Executive Committee Minutes	1977 Jun-Jul
14	11	Standing/Executive Committee Minutes	1977 Aug
15	1	Standing/Executive Committee Minutes	1977 Oct-Nov
15	2	Standing/Executive Committee Minutes	1977 Dec
15	3	Standing/Executive Committee Minutes	1978 Jan
15	4	Standing/Executive Committee Minutes	1978 Feb
15	5	Standing/Executive Committee Minutes	1978 Mar
15	6	Standing/Executive Committee Minutes	1978 Apr
15	6	Feature newspaper article – “Putting land in trust”	1978 Apr 9
15	7	Standing/Executive Committee Minutes	1978 May
15	8	Standing/Executive Committee Minutes	1978 Jun

BOX	FOLDER	CONTENTS	DATE
STANDING/EXECUTIVE COMMITTEE MEETING MINUTES			
15	9	Standing/Executive Committee Minutes	1978 Jul-Aug
15	10	Exec/Standing Committee Minutes	1978 Sep
15	11	Exec/Standing Committee Minutes	1978 Oct
15	12	Exec/Standing Committee Minutes	1978 Nov
16	1	Exec/Standing Committee Minutes	1978 Dec
16	1	Report on a study of fund-raising readiness	1978
16	1	Report – How Interpretive Programs Help the TTOR Preserve ‘Beautiful and Historic Places and Tracts of Land’	1978 Jul
16	2	Standing/Executive Committee Minutes	1979 Jan
16	3	Standing/Executive Committee Minutes	1979 Feb
16	4	Standing/Executive Committee Minutes	1979 Mar
16	5	Standing/Executive Committee Minutes	1979 Apr
16	6	Standing/Executive Committee Minutes	1979 Apr-Jun
16	7	Standing/Executive Committee Minutes	1979 Jun-Jul
16	8	Standing/Executive Committee Minutes	1979 Aug
16	9	Standing/Executive Committee Minutes	1979 Sep
16	10	Standing/Executive Committee Minutes	1979 Oct
16	11	Standing/Executive Committee Minutes	1979 Oct
		Correspondence regarding importance of names	1979 Oct 17
16	12	Standing/Executive Committee Minutes	1979 Nov-Dec

BOX	FOLDER	CONTENTS	DATE
STANDING/EXECUTIVE COMMITTEE MEETING MINUTES			
17	1	Standing/Executive Committee Minutes	1980 Jan
17	2	Standing/Executive Committee Minutes	1980 Feb
17	3	Standing/Executive Committee Minutes	1980 Mar
17	4	Standing/Executive Committee Minutes	1980 Apr
17	5	Standing/Executive Committee Minutes	1980 May
17	5	Creative query re: in-holdings	n.d.
17	5	Draft of fundraising campaign statement	n.d.
17	6	Standing/Executive Committee Minutes	1980 Jun-Jul
17	7	Standing/Executive Committee Minutes	1980 Jul
17	7	Draft: “No Second Chance: A \$10.1 Million Commitment To Preserve the Countryside”	n.d.
17	8	Standing/Executive Committee Minutes	1980 Aug
17	9	Standing/Executive Committee Minutes	1980 Sep-Oct
17	10	Standing/Executive Committee Minutes	1980 Nov
17	11	Charles Eliot II’s Annual Meeting notes	1981-1984
17	12	Charles Eliot II’s Annual Meeting notes	1985-1986
17	13	Charles Eliot II’s Annual Meeting notes	1987-1988
18	1	Charles Eliot II’s Annual Meeting notes	1988-1989
18	2	Charles Eliot II’s Annual Meeting notes	1988-1990
18	2	Letter from Charles Eliot II to Susan Ziegler: “After 65 since I first proposed it (the Bay Circuit Greenbelt) – it is Time for Action!”	1990 Nov 28

BOX	FOLDER	CONTENTS	DATE
STANDING/EXECUTIVE COMMITTEE MEETING MINUTES			
18	3	Charles Eliot II's Annual Meeting notes	1990-1992

Series V. Trustees Properties

2.4' (6 boxes)
 Dates: 1688-1991

Series V, Trustees Properties, is organized in four subseries. Subseries 1, Individual Properties, is organized alphabetically, and consists of correspondence, clippings, maps, reports, and bulletins. The materials in each folder illuminate the history of each property; they often span a number of years and cannot be represented by one particular date. Some properties were studied but ultimately not selected for inclusion in The Trustees of Reservations.

INDIVIDUAL PROPERTIES

18	4	Appleton Farms	1688-1988
18	5	Cape Poge Wildlife Refuge	1990
18	6	Chappaquiddick	1961
18	7	Chesterwood	1954-57
18	8	Chesterwood	1955-57
Includes small pieces of paper			
18	9	Chesterwood	1956-57
18	10	Chesterwood	1956-58
18	11	Chesterwood	1957
18	12	Crane Reservation	1946-1994
18	13	Crane Reservation/Castle Hill	1950-76
19	1	Crane Reservation/Stavros	1951-86

BOX	FOLDER	CONTENTS	DATE
INDIVIDUAL PROPERTIES			
19	2	Crane Reservation/Essex Marshes	1952-80
19	3	CWE II notes and clippings re: Crane Beach	1974-78
19	4	Crane Reservation - Several color maps	1978
19	5	Crane Reservation – Tern Study Report	1978
19	6	Crane Reservation	1981-92
19	7	Duxbury Beach Study Committee	1969-76
19	8	Greenwood Farm	1974-80
19	9	Long Point Master Plan	1979
19	10	Long Point Master Plan: Land Use, Circulation and Recreation Demands	1979
19	11	Moose Hill	1961-62
		Color and aerial maps	
20	1	Naushon	1973
20	2	North Shore properties	1966-92
20	3	Notchview	1961-78
20	4	Patterson’s Island	1968-81
20	5	Redemption Rock	n.d.
		One small envelope of negatives	
20	6	Stavros – Cape Ann Golf Club	1977-81
20	7	Tantiusques	n.d.
		One photograph of a sign describing Tantiusques	

BOX	FOLDER	CONTENTS	DATE
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INDIVIDUAL PROPERTIES

20	8	World's End	1967
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Subseries 2, Multiple Properties, is organized chronologically, and consists of policies, bequests or information related to Trustees properties. Folders may contain clippings, maps, correspondence, or brochures.

MULTIPLE PROPERTIES

20	9	Material regarding properties and donors	1913-90
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Includes information on Nantucket, the Cabot Reservation, and obituaries of Eleanor Cabot Bradley and Harriet Backus

20	10	Clippings regarding properties and donors	1933-1986
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Included are materials on White's Hill, obituaries of Oliver Filley, James Stavros, Mabel Ward, and Joel Ernest Goldthwait.

20	11	Materials regarding properties	1936-70
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Included are materials concerning Chesterwood, The report from the 1936 Annual Conference, and A photocopy of the postscript from the book, *Daniel Chester French: An American Sculptor*.

20	12	Clippings regarding properties	1936-77
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Included are a 1938 article on the theft of dinosaur footprints in Holyoke, correspondence of Laurence Fletcher, and an excerpt from *Family Album* by Agnes Rothery.

20	13	Materials related to properties	1940-56
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Includes materials on Mt. Ann Park, the Crane Reservation, correspondence from Laurence Fletcher, and two photos of Laurence Fletcher.

BOX	FOLDER	CONTENTS	DATE
MULTIPLE PROPERTIES			
20	14	Materials regarding properties and donors Included are articles about Mary Wakeman and Foster Silvia, 1950 articles concerning the alcohol policy at Crane's Beach, and correspondence of Laurence Fletcher and Arthur Lyman.	1950-90
20	15	Materials regarding properties Includes correspondence from Laurence Fletcher and Charles Bird, a memoir of Naumkeag by Helen Choate Platt, and a 1974 article on the Crane Reservation.	1952-74
21	1	Clippings regarding properties Includes materials related to Glendale Farm, Bartholomew's Cobble, Ashley House. Also articles by Morgan Bulkeley titled <i>Our Berkshires</i>	1952-89
21	2	Materials regarding properties and persons Included are obituaries of William Ellery, J. Graham Parsons, Sidney Shurcliff, Laurence M. Channing, Augustus P. Loring, Francis Frothingham, and William R. Greeley. Also included are letters from Laurence Fletcher and Robert Wolcott, and a profile of the Mashpee River Reservation.	1954-91
21	3	Materials regarding properties Includes notes by CWE II, a zoning map of Hingham, and properties scheduled as bequests	1956-78
21	4	Maps of properties Included are a list of properties scheduled as bequests and the 1966 Reservations Report.	1966-78

BOX	FOLDER	CONTENTS	DATE
MULTIPLE PROPERTIES			
21	5	Materials regarding properties Included are letters and a drawing of the Merwin House, a C.V. of CWE II, and a 1988 Historical Survey of the Mill Lots in Virginia Woods Middlesex Fells Reservation.	1966-88
21	6	Materials regarding properties Included are the 1967 Whitney Woods Study, the 1968 hearing on the Proposed Relocation of Route 228, and one letter from Sidney Shurcliff.	1967-73
21	7	Maps and property profiles Included is a letter to CWE II, the 1977 Census of Colonial Nesting Birds at Cape Poge, and notes of CWE II.	1975-77
21	8	Materials regarding properties Included are maps of properties and notes of CWE II.	1979
21	9	Maps and profiles of properties and in-holdings	1980-82
21	10	Maps of properties	n.d.
22	1	Maps of the Northeast region Includes colored sketch and topographical maps.	n.d.
22	2	Deeds of properties no longer owned by the Trustees (1 of 2)	1892-85
22	3	Deeds of properties no longer owned by the Trustees (2 of 2)	1892-85

BOX	FOLDER	CONTENTS	DATE
<p>Subseries 3, Conservation Restrictions, is organized chronologically, and consists of documents, clippings, maps, brochures, and letters.</p>			
<p>CONSERVATION RESTRICTIONS</p>			
22	4	Report by CWE II on the Ipswich-Essex Salt Marshes Includes letters of concern for same issue.	1956-75
22	5	Letters re: saving the Essex Salt Marshes	1959-74
22	6	Reports, memos, and notes regarding the Salt Marshes Includes a Proposal for Field Service Project submitted by Harvard's Graduate School of Landscape Architecture – Ipswich River Regional Field Service Team	1959-72
22	7	Documents regarding conservation restrictions; procedures for administration and inspection	1967-72
22	8	Conservation Restrictions – Legal Guidelines	1969
22	9	Notes and draft of the report "A Program to Protect the Ipswich-Essex Salt Marshes" (1 of 2)	1972-73
22	10	Notes and draft of the report "A Program to Protect the Ipswich-Essex Salt Marshes" (2 of 2)	1972-73
22	11	Reports and memos concerning the preservation of the Ipswich-Essex Salt Marshes	1973
23	1	Conservation Restrictions – Ipswich residents	1973
23	2	Report: "Conservation and Preservation Restrictions: A Summary of Opportunities for Property Owners" Includes the minutes of a meeting of the Ipswich Salt Marsh Committee and a sample Conservation Restriction document.	1973-77

BOX	FOLDER	CONTENTS	DATE
CONSERVATION RESTRICTIONS			
23	3	Report: "A Program to protect the Ipswich-Essex Salt Marshes"	1974
		Includes notes and letters regarding the salt marshes, as well as a sample copy of a conservation restriction.	
Subseries 4, Legal and Financial Issues, consists of maps, reports, legislation, and related correspondence.			
LEGAL AND FINANCIAL ISSUES			
23	4	Public Reservations Bill #1080	1924-25
		Includes associated letters and clippings	
23	5	Letters re: resignation of Bradford Williams	1956
23	6	Tax exemption grant and related correspondence	1958-59
		Includes tax forms for 1958-59	
23	7	Description of bills regulating billboards	1959
LEGAL AND FINANCIAL ISSUES			
23	8	Proposed legislation regarding beach access and use	1975
23	9	Final Report of the Special Commission Established to make an Investigation and Study Relative to the Management, Operation and Accessibility of Public Beaches Along the Seacoast and any other related Matters.	1975 Apr 24
23	10	Act authorizing Town of Medfield to acquire easement for sewer	1978
		Includes a map of Moon Hill, an explanation of easements, and related correspondence.	

BOX	FOLDER	CONTENTS	DATE
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Series VI. Publications

0.2' (5 folders)
Dates: 1897 – 1983

Subseries 1, Publications - Trustees, is organized chronologically.

PUBLICATIONS – TRUSTEES

23	11	Newsletters	1975-1983
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Includes Summer 1975, Winter 1983, and a booklet titled "Historic Sites and Natural Areas"

Subseries 2, Publications - Outside Institutions, is organized chronologically.

PUBLICATIONS – OUTSIDE INSTITUTIONS

23	12	Appalachian Mountain Club Guidebook	1897
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Includes small packet of clippings of historic importance; founder Charles Eliot's obituary; articles related to the founding of The Trustees

23	13	Supplement to the Bulletin of the Appalachian Mountain Club	1925
23	14	Paper: "Open Spaces and the North Shore"	1966
23	15	Newsletters of conservation organizations	1965-73

Series VII. Clippings

BOX	FOLDER	CONTENTS	DATE
0.1' (3 folders) Dates: 1967-1975			
Series VII, Clippings, is organized chronologically.			
CLIPPINGS			
23	16	Newspaper clippings	1967-1971
23	17	Newspaper clippings	1970
		Re: Stevens-Coolidge/high school land debate	
23	18	Newspaper clippings	1975

Series VIII. Charles W. Eliot II

0.1' (1 folder)
Dates: 1992-1993

Series VIII, Charles W. Eliot II, is organized chronologically.

CHARLES W. ELIOT II

23	19	Materials regarding Charles W. Eliot II	1992-1993
		Includes CWE II's obituary, several tribute articles, several letters to Fred Winthrop, Jr., and two notes from Gordon Abbott.	

Series IX. Oversized Maps and Plans

1 oversized box
Dates: 1962 -1978

Series IX, Oversized Maps and Plans, is housed in an Oversized Box, and contains a map of Ipswich and Essex (fragile and torn), and a large aerial map of Moose Hill.

BOX	FOLDER	CONTENTS	DATE
OVERSIZED MAPS AND PLANS			
24	1	Aerial map of Moose Hill	1962 Mar 5
24	1	Sketch map of Essex/Ipswich, vicinity of Cape Ann Golf Club	1978 Jun