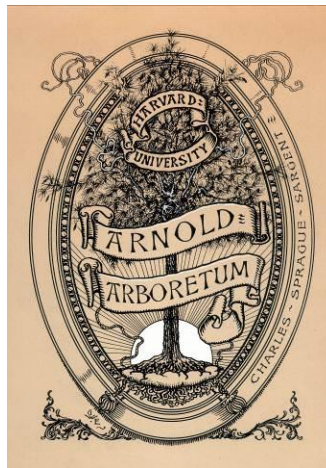


Archives I A-4 IMP

Institutional Master Plan records, 1992-2010: Guide



The Arnold Arboretum of Harvard University

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**Institutional Master Plan records, 1992-2010: Guide.
Archives of the Arnold Arboretum of Harvard University
125 Arborway, Jamaica Plain, Massachusetts**

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Descriptive Summary

Repository: Archives of the Arnold Arboretum of Harvard University, Jamaica Plain, MA

Call No.: I A-4 IMP

Location: Archives

Title: Institutional Master Plan records, 1992-2010

Date(s): 1992-2010

Creator: Cynthia Jensen, Director of Capital Projects

Quantity: 14 linear inches

Language of material: English

Abstract: Compiled during Cynthia Jensen's term as Director of Capital Projects at the Arnold Arboretum the collection is comprised mainly of correspondence, maps, and photographs that document the process of developing and approving the Institutional Master Plan (IMP). The IMP addresses where, how and why the Weld Hill Research building is to be located on the Harvard owned Weld Hill parcel. Though Jensen's work at the Arboretum spanned from 2005-2010, the materials in this collection range from 1992-2010.

Note: Access to Finding Aid record in [HOLLIS](#).

Preferred Citation: Institutional Master Plan records, 1992-2010, Archives of the Arnold Arboretum of Harvard University.

Additional Material: A compact disc with Arnold Arboretum GIS Data and Graphics, CRMP and IMP Source Files, created 08/2009, was transferred to the Living Collection's Curation Department in November 2011. Sasaki Associates donated 1994 Summary Report (Box 3, binder) and 35mm slides in Summer 2021.

Processing Information

2011, Sasha Freese. Revised 2012, Larissa Glasser, Sheila Connor. Revised 2021 and 2023, Larissa Glasser.

Acquisition Information

Provenance: The Records of the Arnold Arboretum Institutional Master Plan 1992-2010 were created by Cynthia Jensen during her term as the Arboretum's Director of Capital Projects. Including revisions, the plan was developed from 2003 to 2010. This collection was transferred from the Arnold Arboretum's departmental holdings to the Arboretum's Archives in 2010.

Terms of Access

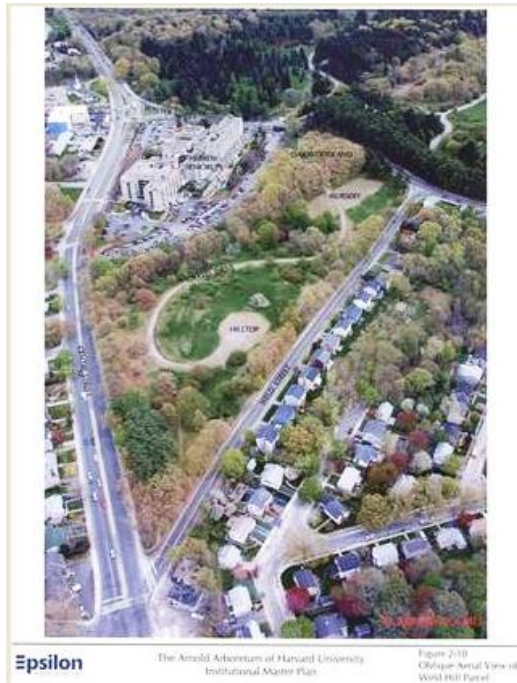
Researchers seeking to examine archival materials are strongly encouraged to make an appointment. The Director, or an office of origin, may place restrictions on the use of some or all of its records. The extent and length of the restriction will be determined by the Director, office of origin, and the Archivist.

Terms of Use

The collection is restricted.

Historical Note

Cynthia Jensen served as Director of Capital Projects at the Arnold Arboretum from 2005-2010. Jensen's areas of expertise include program management, budget management, and strategic planning. Prior to joining the Arboretum, she worked for the African Wildlife Foundation and the World Wildlife Fund. Among her contributions to the Arboretum was managing construction of the Weld Hill Research and Administration Building, the institution's first "green" building. She was also tasked with the preparation of the [Institutional Master Plan](#) (IMP).



The IMP was created in order to fulfill the requirements of the Boston Redevelopment Authority in order to construct the Weld Hill Research Building. The IMP process allowed and solicited input of surrounding neighbors, community groups, City agencies, and other interest groups as the Arboretum began the process of developing and implementing its long range plans. The IMP also required the creation of a Cultural Resources Management Plan (CRMP) which identified the character-defining features within the Arboretum. These consist of the features that contribute to the landscape's historic character that are historically significant and over 50 years of age and any individual features identified in the Arnold Arboretum National Register Nomination.

The collection materials were gathered from 2004-2010 and document the creation of the IMP. Topics covered in the material include Arboretum history, boundaries, living collections, planting plans, agreements with the City of Boston, Boston

Redevelopment Authority discussions, Boston Parks and Recreation Department approvals, rezoning issues, public comments, and the Arboretum's cultural heritage and other natural and manmade resources.

Scope and Content

The collection accounts for the steps and revisions needed to produce the approved IMP and includes correspondence (mostly email), copies of legal documents, articles, notes, maps, meeting agendas and minutes, and photographs.

Arrangement

The collection is arranged in one series containing 31 folders organized by subject in two boxes.

Container List

Box 1

Series I: Institutional Master Plan, 1992-2010

Folder 1: June 6, 2003 Epsilon Associates Contract, 2003

- Addendum to "Proposal to Provide Environmental Consulting Services for Development Review and Regulatory Permitting: The Arnold Arboretum of Harvard University", 06/27/2003
- Appendix C, Epsilon Associates, standard consulting agreement, 2003
- Contract: Malaina Bowker, Epsilon Associates, Maynard, MA to Gary Hammer, Harvard University, and Robert (Bob) Cook, Arnold Arboretum, regarding Environmental Consulting for the Arnold Arboretum, 4/23/2003
- Laura Tenny Brogna, Harvard University, to Bob Cook and Richard Schulhof, Harvard University, with attachment of questions for Gary Hammer regarding the Epsilon Associates proposal dated 04/23/2003, notated, 04/30/2003. Email.
- Memorandum: Malaina Bowker to Gary Hammer regarding additional detail on the cost proposal for providing environmental consulting services, 04/30/2003. Copy.
- Transcription: Conference call with Bob Cook, Gary Hammer, Laura Tenny Brogna regarding Epsilon Proposal for Institutional Master Plan Notification Form (IMP NF) and IMP, 05/01/2003
- Meeting Agenda: Consultant roles and phasing of IMP work and external meetings plan, 05/08/2003
- Addendum to "Proposal to Provide Environmental Consulting Services for Development Review and Regulatory Permitting: The Arnold Arboretum of Harvard University", with correspondence from Gary Hammer to Mary Feeney, Partner, Bowditch and Dewey, Worcester, MA, and Laura Tenny Brogna regarding if revisions are needed, 05/22/2003
- Addendum to "Proposal to Provide Environmental Consulting Services for Development Review and Regulatory Permitting: The Arnold Arboretum of Harvard University", revision drafted on 6/6/2003, and correspondence explaining from Gary Hammer to Laura Tenny Brogna and Mary Feeney, 06/10/2003. Copy.
- Memorandum: Malaina Bowker to Laura Tenny Brogna regarding the Arnold Arboretum IMP NF budget status, including the IMP NF filing being rejected by Boston Redevelopment Authority (BRA), 11/06/2003. Copy.
- Email from Laura Brogna to Mary Feeney, Kevin McCluskey, David Dower, Gary Hammer, Bob Cook, Richard Schulhof, and Sylvia Corwith Winter regarding the Hebrew Rehabilitation Center asking Epsilon Associates for consulting services regarding Weld Hill, 12/10/2003

Folder 2: December 3, 2004 Amendment to Epsilon Contract, 2004-2005

- Scope of Services: Arnold Arboretum of Harvard University IMP Transportation Consulting Services with Vanasse Hangen Brustlin (VHB), original scope with notations, 11/10/2004 copy
- Scope of Services: Submitted by Public Archaeology Laboratory (PAL) Harvard University Real Estate Services/Project Management for Arnold Arboretum Archaeological Reconnaissance Survey, 10/12/2004 copy

- Laura Tenny Brogna to Malaina Bowker, Senior Consultant, Epsilon Associates, notice to proceed with PAL services for Archeological Reconnaissance Survey, 10/18/2004
- Proposal for Additional Services IMP for the Arnold Arboretum of Harvard University, revised, 11/10/2004
- Scope of Services: Submitted by PAL to Epsilon Associates for Arnold Arboretum Archeological Reconnaissance Survey – Additional Documentary Research, 02/03/2005
- Malaina Bowker to Cynthia Jensen regarding 02/25/2005 invoice, 04/19/2005.
- Bowker to Jensen regarding 03/31/2005 invoice copies, 04/19/2005. Email.
- Bowker to Jensen regarding 04/29/2005 invoice, 05/09/2005.
- Jensen to Bowker and Gary Hammer, notice for PAL to proceed with the Archeological Reconnaissance Survey Report, 06/01/2005. Email.
- Bowker to Jensen, Gary Hammer, Suzanne G. Cherau, PAL, regarding final report dates, 06/02/2005. Email.
- Bowker to Jensen regarding 05/27/2005 invoice, 06/08/2005.
- Budget: Epsilon Contract for Assistance with IMP, updated, 06/23/2005
- Budget: Epsilon Contract for Assistance with IMP, updated, 7/11/2005
- Budget: Epsilon Contract for Assistance with IMP signed 12/03/2004, updated budget, 11/01/05

Folder 3: Amendment of the Epsilon Contract, 2005

- Contract: Arnold Arboretum draft for Epsilon Associates regarding IMP, with notations from 07/06, 07/05/2004. Copy.
- Contract: Arnold Arboretum draft for Epsilon Associates regarding IMP, 07/08/2004. Copy.
- Scope of Services: Arnold Arboretum of Harvard University IMP Transportation Consulting Services with VHB, original scope with notations, 10/29/04. Copy.
- Proposal to Prepare the IMP for the Arnold Arboretum of Harvard University, Epsilon Associates, with notations, 06/08/2005. Copy.
- Proposal to Prepare the IMP for the Arnold Arboretum of Harvard University, Epsilon Associates, 06/30/2005. Copy.
- Proposal to Prepare the IMP for the Arnold Arboretum of Harvard University, Epsilon Associates, 07/07/2005. Copy.
- Proposal to Prepare the IMP for the Arnold Arboretum of Harvard University, Epsilon Associates, 07/07/2005
- Scope of Services: Arnold Arboretum of Harvard University IMP Transportation Consulting Services with VHB, with comments from Arnold Arboretum, 07/12/2005. Copy.
- Scope of Services: Arnold Arboretum of Harvard University IMP Transportation Consulting Services with VHB, 07/12/2005. Copy.
- Contract: Arnold Arboretum draft for Epsilon Associates regarding IMP, 07/12/2005. Copy.

- Contract: Arnold Arboretum of Harvard University with Epsilon Associates, signed 06/06/2003, Amendment of 07/13/2005 for preparation of IMP, includes IMP draft due dates, 07/13/2005. Copy.
- Scope of Services: Arnold Arboretum of Harvard University IMP Transportation Consulting Services with VHB, 07/13/2005. Copy.
- Malaina Bowker, Senior Consultant, Epsilon Associates to Cynthia Jensen regarding services referred to in 07/29/2005 invoice for the Arnold Arboretum IMP, 08/03/2005. Copy.
- Bowker to Jensen regarding services referred to in 08/31/2005 invoice, 09/15/2005. Copy.
- Progress report: VHB, 07/17/2005 to 09/10/2005 for Weld Hill site, 09/21/2005 copy
- Bowker to Jensen regarding services referred to in
 - 09/30/2005 invoice, 10/18/2005
 - 10/28/2005 invoice, 11/15/2005
 - 11/25/2005 invoice, 12/16/2005
 - 12/30/2005 invoice, 01/11/2006

Folder 4: November 17, 2005 Amendment of the Epsilon Contract, 2005-2007

- Cynthia Jensen to Malaina Bowker, notice to proceed for PAL on the 06/22/2005 scope of services, 11/08/2005
- Proposal to Provide Historic Preservation Consulting Services for the Development of a Cultural Resources Management Plan for The Arnold Arboretum of Harvard University in Boston, MA, Epsilon Associates, 11/14/2005
- Proposal to Provide Historic Preservation Consulting Services for the Development of a Cultural Resources Management Plan for The Arnold Arboretum of Harvard University in Boston, MA, Epsilon Associates, and draft with revision notes, 11/14/2005. Copy.
- Bob Cook to Cynthia Jensen, regarding cost approval, 11/17/2005. Email.
- Cynthia Jensen to Malaina Bowker, regarding notice to proceed on the 11/17/2005 proposal, 11/17/2005. Email.
- Budget Estimate for Epsilon Associates, 11/17/2005
- Proposal to Provide Historic Preservation Consulting Services for the Development of a Cultural Resources Management Plan for The Arnold Arboretum of Harvard University in Boston, MA, Epsilon Associates, 11/17/2005. Copy.
- Contract: Arnold Arboretum of Harvard University with Epsilon Associates, signed 06/06/2003, Amendment of 11/17/2005 for preparation of IMP, 11/17/2005. Copy.
- Bowker to Jensen regarding services referred to in
 - 11/25/2005 invoice, 12/15/2005
 - 12/30/2005 invoice, 01/09/2006
 - 01/27/2006 invoice, 02/16/2006
 - 02/24/2006 invoice, 04/13/2006
 - 03/31/2006 invoice, 04/25/2006
 - 04/26/2006 invoice, 05/10/2006

- 05/26/2006 invoice, 06/20/2006
- November [2006], December [2006], and January [2007] invoices, 03/02/2007

Folder 5: December 21, 2005 Amendment of Epsilon Contract, 2005-2007

- Amendments to the Arnold Arboretum of Harvard University IMP Transportation Consulting Services, 12/05/2005. Copy.
 - Malaina Bowker, Epsilon Associates, to Cynthia Jensen regarding VHB scope of service amendments, 12/05/2005. Email.
- Amendments to the Arnold Arboretum of Harvard University IMP Transportation Consulting Services, 12/15/2005. Copy.
 - Malaina Bowker to Cynthia Jensen regarding amended budget, 12/15/2005. Email.
- Contract: Arnold Arboretum of Harvard University with Epsilon Associates, signed 06/06/2005, Amendment of 12/21/2005 for preparation of IMP, 12/21/2005. Copy.
- Sean M. Manning, Project Manager, Vanasse Hangen Brustlin, Inc. (VHB) to Bowker regarding progress report [January 1 – 28, 2006]. 01/31/2006. Copy.
- Bowker to Jensen regarding services referred to in
 - 01/27/2006 invoice, 02/20/2006
 - 02/24/2006 invoice, 04/13/2006
 - 03/31/2006 invoice, 04/26/2006
- Sean M. Manning to Victoria Fletcher, Epsilon Associates, regarding progress report [March 26 – April 24, 2006]. 05/02/2006.
- Fletcher to Jensen regarding services referred to in 04/28/2006 invoice, 05/16/2006
- Fletcher to Jensen regarding Proposal for Additional Services for the IMP for The Arnold Arboretum of Harvard University in Boston, MA, Epsilon Associates, with notations, 05/22/2006. Copy.
 - Proposal for Additional Services for the IMP for The Arnold Arboretum of Harvard University in Boston, MA, Epsilon Associates, 05/04/2006
- Cynthia Jensen to Victoria Fletcher, Epsilon Associates, regarding budget authorizations for proposal, 05/22/2006. Email.
- Fletcher to Jensen regarding services referred to in
 - 05/26/2006 invoice, 06/20/2006
 - 06/30/2006 invoice, 07/26/2006
 - 07/28/2006 invoice, 08/22/2006
- Fletcher to Jensen regarding June [2006] invoice, 09/18/2006. Email.
- Fletcher to Jensen regarding services referred to in
 - 09/01/2006 invoice, 10/10/2006
 - 09/29/2006 invoice, 11/16/2006
 - 10/27/2006 invoice, 11/16/2006
 - November [2006], December [2006], and January [2007] invoices, 03/08/2007
 - February 2007 invoice, 03/26/2007. Copy
 - July 2007 invoice, 08/21/2007

- August 2007 invoice, 09/27/2007
- September/October 2007 invoice, 11/27/2007

Folder 6: VHB Subcontract, 2004

- IMP Proposal for Transportation Consulting Services from VHB with notations including seeing 04/16/2004 proposal for revisions, 04/14/2004. Copy
- IMP Proposal for Transportation Consulting Services from VHB with attached note stating "Not Implemented", 04/16/2004
- Client Authorization for IMP Proposal for Transportation Consulting Services, with attached documentation, 04/16/2004
- Memorandum: David Black to Laura Tenny Brogna regarding Arnold Arboretum IMP Transportation Scope, notated, with attached letter from James D. McCarthy, Boston Transportation Department to Keith Craig, BRA, regarding the Arnold Arboretum IMPNF, 07/22/2004. Copy.
- Meeting notes: attended by Jim McCarthy, Boston Transportation Department (BTD), Bob Cook, Laura Tenny Brogna, and David Black, draft with notes, 09/01/2004. Copy.
- Scope of Services: Arnold Arboretum of Harvard University IMP Transportation Consulting Services, draft, 09/20/2004. Copy.
- Scope of Services: Arnold Arboretum of Harvard University IMP Transportation Consulting Services, draft, 10/17/04. Copy
- Memorandum: David Black and Ellen Donohoe to Laura Tenny Brogna and Malaina Bowker regarding Arnold Arboretum IMP Weld Hill Site Access Evaluation, including a 2 maps of the proposed driveway location on Walter Street, 11/23/2004
- Memorandum: David Black and Ellen Donohoe to Laura Tenny Brogna and Malaina Bowker regarding Arnold Arboretum IMP Weld hill Site Access Evaluation Supplementary Information, including Plan A Map for proposed access site, 01/10/2005
- Photographs: from VHB of Weld Street, Peter's Hill, Weld Hill, Walter Street, Walter Street and Bussey Street intersection, 08/09/2005

Folder 7: Boston Civic Design Commission Submittal, 12/05/2006

- Boston Civic Design Commission Submittal, 12/05/2006
- Meeting notes and agendas for the Boston Civic Design Commission submittal meeting, 12/05/2006

Folder 8: Boston Parks and Recreation Department, 2004-2009

- List: Arnold Arboretum contributions from 10/2004, from Richard Schulhof to Bob Cook, 10/23/04
- Meeting notes: Boston Parks and Recreation and the Arnold Arboretum on 04/28/05, 05/02/05
- Cynthia Jensen to Sheila Connor, Horticultural Archivist, Arnold Arboretum, about an excerpt of the 1899-1900 annual report for the Memorandum of Understanding, 11/16/2005. Email.

- Meeting Notes: Arnold Arboretum and the Boston Parks and Recreation Department, includes materials covered, 12/09/2005
- Mary Feeney to Mark Verkennis, Harvard University, Cynthia Jensen, Kevin McCluskey, Harvard University, Jim Barrows, Harvard University, and Bob Cook regarding Parks Commission ordinances, 01/05/2006. Email.
- Cynthia Jensen to Mark Verkennis, Malaina Bowker, George Oommen, Harvard University, Bob Cook, Richard Schulhof and Sylvia Winter, Harvard University, regarding meeting with Boston Parks Commission including meeting notes and materials, 02/27/2006
- Informational presentation to Boston Parks Commission including map, 12/07/2006
- Cynthia Jensen to Brian McLaughlin, Boston Parks and Recreation Department, information packets about the proposed Weld Hill Research and Administration Building for the Parks Commission meeting on 01/28/2008, includes pictures and maps, 01/08/2008. Copy.
- Joseph James, Reed Hilderbrand, to Cynthia Jensen includes street tree removal diagram, potential street tree locations, letter to Leif Fixen, Urban Forester, Boston Parks and Recreation Department, 01/10/2008. Copy.
- Ken Crasco, Boston Parks and Recreation Department, to Cynthia Jensen and Brian McLaughlin, Boston Parks and Recreation Department, requesting more information and Cynthia's response, 01/11/2008. Copy.
- Cynthia Jensen to Brian McLaughlin regarding information packets about the proposed Weld Hill Research and Administration Building for the Parks Commission meeting on 01/28/2008, includes pictures and maps, 01/15/2008. Copy.
- Ken Crasco to Brian McLaughlin regarding Parks Commission design review of the Weld Hill Research and Administration Building, 01/17/2008. Copy.
- Joseph James to Leif Fixen regarding street tree removal and proposed planting includes maps, 01/22/2008. Copy.
- Joseph James to Cynthia Jensen regarding Leif Fixen's visit, includes replacement tree map, 10/05/2009. Email.

Folder 9: Boston Redevelopment Authority, 2004-2006

- Bob Cook to Mark Maloney, Director, BRA, regarding submission of the IMP, 03/08/2004. Copy.
- Public Notice: Where to view IMP, from BRA, 03/09/2004
- Memorandum: Mary Feeney to Bob Cook, Laura Brogna and Gary Hammer with overall comments on reviewing the Scoping Determination, 05/24/2004
- IMP Scoping Determination, submitted by Keith Craig, BRA, 04/28/2004. Copy.
- Bob Cook to Mark Maloney submission of the IMP marked withdrawn, 09/26/2006. Copy.
- Public Notice: Where to view IMP, from BRA, marked withdrawn, 09/27/2006
- Bob Cook to Mark Maloney regarding submission of the IMP, 10/04/2006. Copy.
- Announcement: Arboretum filed IMP, 60 day comment period commences, sent by Gerald Autler, 10/05/2006

- Public Notice: Where to view IMP, from BRA, 10/06/2006
- Memorandum: Gerald Autler to BRA regarding requesting authorization to schedule a public hearing to consider the IMP, 11/03/2006
- Meeting announcement for public IMP meeting on 11/14/2006, sent by Gerald Autler, 11/09/2006. Email.
- Meeting agenda and minutes of the Arnold Arboretum IMP, 11/14/2006
- Presentation: Arnold Arboretum IMP, 11/14/2006
- Handout: Arnold Arboretum IMP Summary, 11/14/2006
- Article regarding public comments on IMP. 11/17/2006

Folder 10: Boston Redevelopment Authority, 2007

- Gary Hammer to Katelyn Sullivan, BRA, includes application materials for the Small Project Review, including maps, figures and Appendix 1 of the IMP, 01/05/2007. Copy.
- Meeting announcement for public IMP meeting on 01/31/2007, sent by Gerald Autler, 01/18/2007. Email.
- Sign in sheet for BRA community workshop meeting, 01/31/2007. Copy.
- Meeting announcement for public IMP meeting on 02/15/2007, sent by Gerald Autler, 02/05/2007. Email.
- Meeting agenda and minutes of the Arnold Arboretum IMP, 02/15/2007
- Articles from Bulletin News regarding public comments on IMP. 02/08-02/22/07
- Gary Hammer to Katelyn Sullivan regarding updated elevation drawings, includes 4 drawings, 03/23/2007. Copy.
- Meeting announcement for community meeting about the Arboretum IMP on 06/25/2007, sent by Gerald Autler, 06/15/2007. Email.
- Meeting minutes for public IMP meeting, 06/25/2007
- Notice of Public Hearing, Boston Herald, 07/30/2007. Copy.
- Gary Hammer to Katelyn Sullivan includes revised application materials for the Small Project Review, including maps, figures, and revised Appendix 1 of the IMP, 08/03/2007. Copy.

Folder 11: Boston Redevelopment Authority, 2008-2009

- Bob Cook to Michael F. Glavin, Deputy Director for Institutional Development, BRA, regarding presentation to Parks Commission on 01/28/2008, 02/13/2008
- Cooperation Agreement and Adequacy Determination, BRA, 02/14/2008
- Declaration of Development Restriction: between BRA and the Arnold Arboretum, 08/26/2009. Copy.

Folder 12: Transportation Data for BRA, 2006-2010

- Institutional Master Plan Appendix B Transportation Data, prepared by VHB, submitted to BRA, 09/26/2006
- TAPA Summary, 04/09/2010. Copy.

Folder 13: Boston Zoning Commission, 2007

- Notice: Zoning Hearing, Boston Herald, 09/25/2007. Copy.

- List: Zoning Commission members, 10/15/2007. Email.
- Meeting announcement for Zoning Commission meeting on 10/17/2007, sent by Gerald Autler, 10/15/2007. Email.
- Meeting announcement for Zoning Commission hearing on 12/05/2007, sent by Gary Hammer, 11/09/2007. Email.
- Notice: Zoning Hearing, Boston Herald, 11/12/2007. Copy.

Folder 14: Massachusetts Historical Commission, 2004-2010

- Brona Simon, State Archaeologist, Massachusetts Historical Commission, Boston, MA, to Mark Maloney regarding the Arnold Arboretum IMP, MHC#RC.9609, outlines what CRMP items should be included in the IMP, 04/09/2004. Copy.
- Edward Bell, Senior Archaeologist, Massachusetts Historical Commission, to Deborah C. Cox, PAL, regarding Arnold Arboretum IMP, MHC#RC.9609, PAL#1713, confirmation that the Archaeological Reconnaissance Survey had been submitted, 01/26/2006. Copy.
- Brona Simon to Mark Maloney, Director, BRA, regarding the Weld Hill project and the Jabez Lewis House 11/30/2006. Copy.
- Gary Hammer to Brona Simon regarding Weld Hill Research and Administration Building, including the project notification form and supplementary materials, including maps and pictures, 04/09/2007. Copy.
- Brona Simon to Gary Hammer regarding Weld Hill Research and Administration Building, MHC#41923, requesting additional information about vegetation removal and/or replacement, plant material removal and/or replacement, 05/09/2007. Copy.
- Gary Hammer to Brona Simon regarding the Weld Hill Research and Administration Building, with requested paperwork regarding the narrative, project location and siting, existing conditions, proposed conditions, and tree removal and planting plans, included pictures and maps, reference 05/09/2007 letter from Brona Simon, 06/18/2007. Copy.
- Brona Simon to Gary Hammer regarding Weld Hill Research Center, MHC41923, that the proposed project will have "no adverse effect" on the Arnold Arboretum, 08/01/2007. Copy.
- Gary Hammer to Brona Simon regarding Arnold Arboretum Weld Hill Research and Administration Building, MCH#41923, and sidewalk construction on Weld, Centre and Walter Streets, includes maps and photos, 03/11/2010. Copy.
- Gary Hammer to Brona Simon regarding repair of stone walls and creation of entrance to site, Weld Hill Research and Administration Building, MHC#41923, with stamp of approval that this project will have "no adverse effect" on significant historic or archaeological properties, signed by Brona Simon, 08/24/10, 06/30/2010. Copy.
- Gary Hammer to Edward Bell, Massachusetts Historical Commission, regarding the Arnold Arboretum CRMP, MHC#RC.9609, regarding maps of the archaeologically sensitive areas and map, 08/12/2010. Copy.



Box 2

Folder 1: Public Improvement Commission, 2007-2008

- Cynthia Jensen to Michael Cannizzo, BRA Urban Design Section, regarding PIC approval for 1300 Centre Street including specific repair plan and site utility plan maps, 01/22/2008. Copy.
- Cynthia Jensen to Michael Cannizzo, Boston Parks and Recreation Department, regarding PIC approval for 1300 Centre Street including specific repair plan and site utility plan maps, 01/22/2008. Copy.
- Kenneth Crasco, Chief Landscape Architect of Boston Parks and Recreation Department, to Vincent Leo, Chief Engineer of PIC, regarding approval for the 1300 Centre Street project, 01/23/2008. Copy.
- Michael Cannizzo to Vincent Leo and Gary Hammer regarding approval of the 1300 Centre Street Project, 02/07/2008. Email.
- Mary Feeney to Vincent Leo regarding PIC review of the 1300 Centre Street project, including cooperation agreement dated 02/14/2008, 03/21/2008
- Public hearing agenda, PIC, 05/08/2008
- Certification of announcements in the Boston Globe, 05/10/2008 – 05/12/2008. Copy.
- PIC announcement in the Boston Globe, 05/10/2008. Copy.
- PIC announcement in the Boston Globe, 05/12/2008. Copy.
- Memorandum: Sean Manning, VHB, to Cynthia Jensen regarding Weld Hill Research and Administration Building supplemental transportation analyses including pictures and maps, 05/29/2008
- List of key dates of Harvard team interacting with BTM, BFD, and BRA from 03/2004 – 03/14/2008, 05/29/2008

- Map: Specific Repair Plan for 1300 Centre Street, 06/02/2008
- Public hearing agenda and notes, PIC, 06/05/2008
- PowerPoint Presentation: Arnold Arboretum Weld Hill Research and Administration Building Project Supplemental Transportation Analyses, VHB, 06/05/2008
- PIC Agreements: two License, Maintenance and Indemnification Agreements and a lateral fiber installation agreements 06/22/2009. Copy.

Folder 2: Engineering Report for the Arnold Arboretum of Harvard University Weld Hill Research and Administration Building at 1300 Centre Street, for the PIC, 02/2008

Folder 3: Correspondence regarding Utility Companies, 2006-2008

- John P. Sullivan, P.E., Chief Engineer, Boston Water and Sewer Commission, to Gerald Autler regarding the review of the IMP, 11/30/2006. Copy.
- Adel M. Shahin, P.E., Green International Affiliates, Inc., to William Lemos, NSTAR Electric, Ellen Joy, Verizon New England, Inc., Kenneth J. Bates, RCN-BecoCom, Joseph Banks, Department of Public Works, Stephen Shea, P.E., Boston Water and Sewer Commission, Robert Glynn, ComCast, Winston Watson, KeySpan Energy Delivery System, regarding coordinating project work including map of proposed site, 10/04/2007. Copies.
- Mary Feeney to Daniel S.I. Rabinovitz, Office of the General Counsel, Harvard University, regarding easement to NSTAR Electric Company, 06/20/2008. Copy.

Folder 4: Background Papers, 2005-2006

- List: Meetings and meeting announcements from 04/15/2003 – 06/07/2005, 09/03/2005
- Jamaica Plain general information print out, 12/12/2005
- Cynthia Jensen to Mary Feeney and Malaina Bowker regarding terminology of the Arboretum, 01/30/2006. Email.
- List: Landscape projects since 1989, 03/10/2006

Folder 5: GIS/Graphics for IMP, 1992-2009

- Memorandum: List of Arboretum drawings found in the Boston Parks and Recreation Files, 04/07/1992
- Aerial Photographs of the Arnold Arboretum, from the Arnold Arboretum Archives, revised, 11/22/2002
- Notes on CAD files sizes, 03/11/2005
- Meeting notes on surveys, 03/19/2005
- Notes on Arboretum maps, 04/20/2005
- Meeting notes about Harvard GIS, 04/21/2005
- GIS research including correspondence, notes and examples, 04/27/2005 – 05/05/2005
- Project planning form: GIS objectives by Cynthia Jensen, 05/02/2005
- List: Mapping project revised, 08/18/2005

- List: Mapping project revised, 10/07/2005
- Meeting agenda and notes for Arboretum GIS meeting, 10/31/2005
- Mark Maguire, Epsilon Associates, to Cynthia Jensen regarding where to find GIS layered maps, 12/06/2005
- Sylvia Winter to Richard Schulhof, Cynthia Jensen and Sheila Connor regarding aerial photographs, 04/28/2006 email
- Sylvia Winter and Cynthia Jensen regarding aerial photographs, 12/12/2005 email
- Meeting notes for Arboretum GIS planning meeting, 06/04/2007
- Susan Kelley to Cynthia Jensen, Sylvia Winder, Richard Schulhof, Bob Cook, Julie Coop, Sheila Connor, Michael Dosmann, Julie Warsowe, Kyle Port, Peter Del Tredici and Sheryl Barnes regarding why GIS mapping was done, 06/08/2007. Email.
- List: Features not mapped, 06/08/2007
- Meeting agenda and minutes for repatriation of GIS data from Epsilon to the Arboretum, 03/20/2009
- Proposal to Provide GIS Data Services, Epsilon Associates, 03/31/2009. Copy.

Folder 6: Figures and Maps for the IMP

- Figure 1-1: Site location, n.d.
- Figure 1-2: Location of Proposed Research and Administration Building on the Weld Hill Parcel, n.d.
- Figure 2-3: Selected Living Collections, n.d.
- Figure 2-4: Significant Views, n.d.
- Figure 2-5a: Existing Zoning – Jamaica Plain, n.d.
- Figure 2-5b: Existing Zoning – Roslindale, n.d.
- Figure 2-6: Area Land Use, n.d.
- Figure 2-7: Area Building Heights
- Figure 2-8: Emerald Necklace Park System, n.d.
- Figure 2-9: Area Open Space, n.d.
- Figure 2-10: Oblique Aerial View of Weld Hill Parcel, n.d.
- Figure 2-11: Weld Hill Panorama, n.d.
- Figure 2-12: Weld Hill Elevation, Site Drainage and Slope Analysis, n.d.
- Figure 2-13: Weld Hill Vegetation and Circulation Analysis, n.d.
- Figure 2-14: Weld Hill Views 1 and 2, n.d.
- Figure 2-15: Weld Hill Views 3 and 4, n.d.
- Figure 2-16: Weld Hill Views 5 and 6, n.d.
- Figure 4-1: Illustrative Weld Hill Build-out Scenario, n.d.
- Figure 5-1: Proposed Site Plan, n.d.
- Figure 5-2: Basement Floor Plan, n.d.
- Figure 5-3: First Floor Plan, n.d.
- Figure 5-4: Second Floor Plan, n.d.
- Figure 5-5: North Perspective and Elevation, n.d.
- Figure 5-6: South Perspective and Elevation, n.d.
- Figure 5-7: Sections through Site, n.d.

- Figure 5-8: Proposed Pedestrian Circulation, n.d.
- Figure 5-9: Model Photographs, n.d.
- Figure 5-10: Future (above) and Existing (below) View 1, n.d.
- Figure 5-11: Future (above) and Existing (below) View 2, n.d.
- Figure 5-12: Future (above) and Existing (below) View 3, n.d.
- Figure 5-13: Future (above) and Existing (below) View 4, n.d.
- Figure 5-14: Future (above) and Existing (below) View 5, n.d.
- Figure 5-15: Future (above) and Existing (below) View 6, n.d.
- Figure 5-16: Designated Development Area, Weld Hill Parcel, n.d.
- Figure 6-2: Average Daily Traffic Volumes Walter Street June 2004, n.d.
- Figure 7-2: Cultural Resource Boundaries, n.d.
- Map: Arnold Arboretum foot paths, n.d.
- Map: Arnold Arboretum, soil region and code, n.d.
- Map: Arnold Arboretum, water mains and fire hydrants, n.d.
- Map: Arnold Arboretum, sewer lines and storm lines, n.d.

Folder 7: Designated Development Area (DDA) Maps, 2006-2007

- Map: DDA and Non-DDA, 11/13/2006
- Map: DDA and Non-DDA with IMP comments, 11/13/2006
- Gary Hammer to Cynthia Jensen and George Oommen regarding DDA maps, 11/16/2006. Email.
- Adel Shahin to Cynthia Jensen, George Oommen, and Peter Richardson, Green International Affiliates, Inc., summarizing the actual/IMP distances, 12/05/2006. Email.
- Mary Feeney to Cynthia Jensen and Gary Hammer regarding DDA map changes, includes DDA map dated 01/24/2007, 01/30/2007. Email.
- Gary Hammer to Cynthia Jensen regarding Mary Feeney's map recommendations, 06/27/2007. Email.
- Map: DDA, 07/30/2007
- Map: DDA, Weld Hill parcel, n.d.

Folder 8: Plant Listings, 2006

- List: Living families, complete, 01/17/2006
- List: Living genera, complete, 01/17/2006
- List: Living families, trees only, 01/17/2006
- Maps of Collections arranged according to the Bentham and Hooker System, n.d.
- Planting sequence, from Arnold Arboretum website, 04/04/2006

Folder 9: IMP Feedback, 2003-2007

- Richard Heath, Jamaica Plain resident, to Bob Cook regarding work by Arboretum grounds crew on South Street, 08/27/2003. Copy.
- Eunice Kim, West Roxbury/Roslindale Transcript, and Bob Cook regarding timeline of Weld Hill site and what sort of research will be conducted there, 09/22/2003. Email.

- Deborah Putnam, Roslindale resident, and Bob Cook regarding the Weld Hill project, 10/28/2003. Email.
- Lisa Evans and Bob Cook regarding ideas for Puddingstone Hill for children and senior citizens, 11/3/2003. Email.
- Lisa Evans and Bob Cook regarding removal of trees, 12/04/2003. Email.
- Kathy Roos, Roslindale resident, to Bob Cook regarding the removal of trees, 12/04/2003. Email.
- Kevin McElmoyle, Neighborhood Services, to Bob Cook regarding emails Kevin received about removal of trees, 12/05/2003. Email.
- Lisa Evans and Bob Cook regarding integrating evergreens on the Weld Hill, 12/05/2003. Email.
- Lisa Evans to Bob Cook regarding Weld Hill, 12/05/2003. Email.
- Dr. Gokhan Ulu, Weld Street Resident, and Bob Cook regarding traffic on Weld Street and proposed entrance, 12/22/2003. Email.
- Lisa Evans and Bob Cook regarding a task force meeting, 04/01/2004, email
- John Lovett, President, Jamaica Hills Associate, Inc., to Keith Craig regarding the Jabez Lewis Farmhouse, 04/07/2004. Copy.
- Rob Sandler, Jamaica Plain resident, and Bob Cook regarding traffic concerns at the Hunnewell Gate, 06/08/2004. Email.
- Nelson Arroyo, Chair, Jamaica Plain Neighborhood Council, and Bob Cook regarding the Jabez Lewis Farmhouse, 10/23/2005. Email.
- Nelson Arroyo and Bob Cook regarding speaking at Jamaica Plain Neighborhood Council meeting, 10/26/2005. Email.
- Lisa Evans to Rob Consalvo, Jay Walsh, Sally Zeckhauser, John Tobin, West Roxbury Bulletin, Jamaica Plain Gazette and The Crimson, regarding IMP plans, 04/02/2006
- Dean Matsuno, Arnold Arboretum Task Force Member, to Bob Cook and Cynthia Jensen regarding the IMP, 04/13/2006. Email.
- Charles Diehl to Gerald Autler regarding the Weld Hill research center, 10/09/2006. Email.
- Jonathan Goodhue, Massachusetts Registered Architect and member of the Planning and Rezoning Roslindale Citizen Advisory Board, regarding the Weld Hill research center, 10/12/2006. Email.
- Arnold Arboretum IMP Weld Hill Research and Administration Building Supportive Letters/Emails received from Community Residents, 10/23/2006
- Kevin McCluskey, Harvard University, to Stephen Lerman regarding the Jabez Lewis Farmhouse, 10/26/2006. Email.
- Bill Pauplis and Mary Pauplis, Friends of the Arboretum Members, to Gerald Autler, Bob Cook and Heidi Norris, Harvard University, regarding feedback on new research facilities, 11/16/2006. Email.
- Keith A. Norbutt, FSA, MAAA, Tufts Health Plan, to Gerald Autler and Bob Cook regarding the Arnold Arboretum IMP, 11/22/2006. Email.
- John Munzer to Gerald Autler and Bob Cook regarding support for the Arnold Arboretum IMP, 11/22/2006. Email.
- John Lee to Bob Cook regarding the Arnold Arboretum IMP, 11/22/2006. Email.

- Monique Allen, The Garden Continuum, Inc. and Landscape Institute graduate, to Gerald Autler and Bob Cook, regarding support for the Arnold Arboretum IMP, 11/22/2006. Email.
- Elise C. Sigal, Arnold Arboretum volunteer, to Gerald Autler regarding the Weld Hill research center, 11/26/2006. Copy.
- Dr. Jack Wittenberg, Director of Graduate Education at Massachusetts General Hospital and Professor of Radiology at Harvard Medical School, to Gerald Autler, regarding feedback on new research facilities, 12/01/2006. Copy.
- Dr. Robert Mayer, Arboretum neighbor and docent, to Gerald Autler regarding the Arnold Arboretum IMP, 12/05/2006. Email.
- Weld Hill Woodlands Task Force to Drew G. Faust, Harvard University President Elect, regarding withdrawing the IMP, 06/27/2007. Copy.
- Richard M. Burnes, Jr., Charles River Ventures and Visiting Committee member, to Gerald Autler, BRA, regarding feedback on new research facilities, 12/15/2006. Copy.
- Karen Clay, Roslindale resident, to Gerald Autler regarding the Arnold Arboretum IMP, n.d.
- Emily Engler regarding the Arnold Arboretum IMP, n.d.
- Nicolene Hengen, Roslindale resident, to Gerald Autler regarding support for the Arnold Arboretum IMP, n.d.
- Karen Loneteig, Going Native Gardens and Landscape Institute graduate, to Gerald Autler regarding the Arnold Arboretum IMP, n.d.
- Meg MacDonald, Roslindale resident, to Gerald Autler regarding the Weld Hill research center, n.d.
- Paul Romary, Peters Hill resident, to Gerald Autler regarding the research center on Weld Hill, n.d.
- Bill Thompson and Natalie Pangaro, Arnold Arboretum neighbors, to unknown, regarding feedback on new research facilities, n.d. Copy.
- Peter Thomson to Gerald Autler regarding the Arnold Arboretum IMP, n.d.
- Cindy Whitcome, Jamaica Plain resident, to Gerald Autler regarding the Weld Hill research center, n.d.
- Template to Gerald Autler regarding the Weld Street Research and Administration building, n.d.

Folder 10: Press Clippings, 2002-2008

- Boston Globe
- Roslindale and West Roxbury Transcripts
- The Bulletin Newspapers
- Jamaica Plain Gazette
- Harvard Crimson
- West Roxbury Bulletin
- Jamaica Plain/Roxbury Citizen
- Arnold Arboretum public pamphlet

Folder 11: Institutional Master Plan Public and Task Force Meetings, 2003-2005

- Notice of Public Meeting: for conceptual plans for the Arboretum, 09/18/2003 and 9/23/2003, 09/2003
- Notes from Community Meeting #3, Roslindale, on 12/03/2003, 12/10/2003
- Laura Brogna to Gary Hammer and Malaina Bowker regarding residents nominated for the task force by Bob Cook, 03/03/2004. Email.
- List of Arnold Arboretum IMP Task Force Members, 03/18/2004
- Meeting notes: Public Meeting of the AA IMP Task Force, 03/31/2004
- Meeting agenda and minutes of the first meeting of the Arnold Arboretum Task Force, 04/26/2004
- Meeting agenda and minutes of the second meeting of the Arnold Arboretum Task Force, 05/24/2004
- Meeting agenda and minutes of the third meeting of the Arnold Arboretum Task Force, 06/21/2004
- Carter Wilkie, Task Force Spokesman, to Kevin McCluskey, Director of Community Relations, Harvard University, regarding topics for the 09/13/2004 meeting, includes responses provided by Bowditch and Dewey, 08/20/2004
- Meeting minutes of the fourth meeting of the Arnold Arboretum Task Force, 09/13/2004
- Cynthia Jensen to Bob Cook regarding IMP, Boy Scout Building and the Task Force meeting, 03/03/2005. Email.
- Bob Cook to Kevin McCluskey regarding Task Force meeting, 03/04/2005
- Roslindale Interim Planning Overlay District article, n.d.
- Meeting agenda and minutes of the second meeting of the Arnold Arboretum Task Force, 03/07/2005
- Cynthia Jensen to Keith Craig, Bob Cook, Kevin McCluskey and Jim Barrows regarding the Arboretum considering to rent the Boy Scout building, 04/26/2005. Email.
- Carter Wilkie to Task Force members, forwarded to Bob Cook regarding the incorrect assumption that the IMP plan is growing, 05/16/2005. Email.
- Bob Cook to Neighbors regarding Weld Hill upkeep, n.d.
- Meeting minutes for the Arnold Arboretum Task Force, 06/06/2005
- The Arnold Arboretum of Harvard University Task Force to Gerald Autler, BRA, regarding concerns about the Weld Hill project, 11/08/2005. Copy.
- Note: Gerald Autler met with the Task Force, 11/21/2005
- Gerald Autler to Bob Cook regarding next Task Force meeting venue, 11/29/2005. Email.
- Meeting announcement for Task Force meeting on 12/12/2005, sent by Gerald Autler, 12/01/2005. Email.
- Arnold Arboretum Community Task Force Meeting questions for follow up regarding Weld Hill Research and Administration Building for 02/01/2006 meeting, draft, annotated, 12/12/2005
- Meeting agenda and minutes of the Arnold Arboretum Task Force, 12/12/2005
- Meeting announcement for Task Force meeting on 02/06/2006, sent by Gerald Autler, 12/19/2005. Email.

Folder 12: Institutional Master Plan Public and Task Force Meetings, 2006

- Memorandum: Mary Feeney, Bowditch and Dewey, to Arboretum Team regarding responses to task force questions and task force letters, 01/09/2006
- Arnold Arboretum Community Task Force Meeting questions for follow up regarding Weld Hill Research and Administration Building, final draft, 02/03/2006
- Kevin McCluskey to Carter Wilkie regarding questions raised at the 12/12/2005 meeting, with attached questions and answers, 02/03/2006
- Meeting notes and minutes from the eighth meeting of the Arnold Arboretum Task Force, 02/06/2006
- Meeting announcement for Task Force meeting on 03/08/2006, sent by Gerald Autler, 03/06/2006. Email.
- Meeting agenda and minutes of the Arnold Arboretum Task Force, 03/08/2005
- Meeting announcement for Task Force meeting on 05/01/2006, sent by Gerald Autler, 04/27/2006. Email.
- Meeting agenda and minutes of the Arnold Arboretum Task Force, including map of development design area, 05/01/2006
- Meeting announcement for Task Force meeting on 05/23/2006, sent by Gerald Autler, 05/18/2006. Email.
- Meeting announcement for Task Force meeting on 09/14/2006, sent by Gerald Autler, 09/07/2006. Email.
- Meeting agenda and minutes of the Arnold Arboretum Task Force, 09/14/2006

Folder 13: Longfellow Area Neighborhood Association, 2003 - 2010

- Longfellow Area Neighborhood Associate (LANA) Board of Directors to Bob Cook regarding why the Weld Hill Research and Administration Building should not be built, 10/09/2003. Copy.
- Newsletter: LANA, includes maps of Weld Hill project, 11/2003. Copy.
- Newsletter: LANA, 03/2004. Copy.
- Newsletter: LANA, 09/2004. Copy.
- Newsletter: LANA, 05/2005. Copy.
- Mark Verkennis, Harvard University, to "Arboretum Team", Cecilia Wan, Harvard University, and Jim Barrows, Harvard University, regarding a presentation Bob Cook made about the IMP and Weld Hill, 01/11/2006. Email.
- Mark Verkennis to Bob Cook and Cynthia Jensen regarding an email from Joe Byers, Longfellow neighborhood resident, 03/30/2006. Email.
- Announcement from LANA about proposed rezoning by the City of Boston, 03/31/2006
- List of LANA Board Members for 2004 – 2005, from website, 03/31/2006
- Newsletter: LANA, 03/2006. Copy.
- Newsletter: LANA, 09/2006
- Flyer: LANA, how to stop the Weld Hill Research and Administration project, 11/2006
- Timeline: created by LANA member Walter Michalik of the history of the Arboretum, 02/15/2007

- Timothy Skaar, LANA President, to Harry Collins, Executive Director/Secretary of BRA, regarding Arnold Arboretum – proposed Harvard expansion, 08/21/2007. Copy.
- Flyer: LANA, announcing Weld Hill Research and Administration public meeting on 12/12/2007
- Meeting agenda and notes: LANA, 05/10/2010

Folder 14: Bowditch and Dewey

- Bowditch and Dewey, regarding the Arnold Arboretum IMP 04/29/2008. Copy.

Folder 15: Goulston & Storrs

- Goulston and Storrs, regarding the Arnold Arboretum, 01/25/2008. Copy.

Folder 16: Reed Hilderbrand

- Reed Hilderbrand, regarding the Arnold Arboretum Weld Hill BRA Permit Process for July, August and September 2006, 11/30/2006. Copy.

Folder 17: Personal Photograph

- Photograph: IMP Ale, n.d.



Weld Hill Research Building opened in January 2011 to house the Arboretum's science program and associated staff and administrators photographs by Jay Connor

Box 3

Series II: Summary Report, Sasaki Associates, Inc. 1994.

- Binder, 12 square inches x 3 inches. Includes maps and photographs. Supplemental slides and digital copy available [PDF format].