

# Office of the Town Clerk

<http://www.lexingtonma.gov/town-clerk>



Town of  
Lexington  
Massachusetts



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HOME DEPARTMENTS BOARDS & COMMITTEES VISITORS CONTACT US HELP CENTER

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- Census and Resident Information
- Elected Town Officials
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- Licensing & Permits
- Public Records and Public Meetings
- Records and Information Repository
- Vital Records

### Contact Information

Nathalie Rice  
Town Clerk

**Hours of Operation:**  
Office Hours:  
8:30 AM – 4:30 PM  
Monday - Friday

**Phone:**  
781-698-4550

**Fax:**  
781-861-2754

**Address:**  
Town Office Building  
1625 Massachusetts Ave  
Main Floor  
Lexington, MA 02420  
United States  
See map: [Google Maps](#)

### Frequently Asked Questions

- Where do I register to vote?
- What is the deadline for registering to vote in an election?
- How do I find out where I vote?
- How do I apply for a marriage license?
- How do I obtain a copy of a Birth, Marriage or Death Certificate?

### Quick Links

Town Clerk's Office Email

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Home » Departments

## Town Clerk

### Description of Services:

The Town Clerk acts as the Town's:

- chief election official
- recording officer
- registrar of vital statistics
- public records officer
- licensing officer.

The Clerk works with the Board of Registrars to promote and maintain voter registration and voter records. The Clerk maintains records of adopted municipal code, bylaws, oaths of office, resignations and appointments.

The Clerk's staff issues:

- marriage licenses
- dog licenses
- business certificates.

The Town Clerk's office responds to inquiries from the public and serves as a central information point for the Town.

### Staff Contacts

Name	Title	Phone
Nathalie Rice	Town Clerk	781-698-4557
Dianne Sperber	Assistant Town Clerk	781-698-4562
Lisa Maguire	Administrative Assistant	781-698-4555
Carmelina Fiore	Municipal Clerk	781-698-4553
Kelley Cutone-Clair	Municipal Clerk	781-698-4554
Alethea Yates	Archivist	781-698-4556



### Town Clerk Calendar

September						
S	M	T	W	T	F	S
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

All upcoming events

# Records of Births, Marriages & Deaths

Commonwealth of Massachusetts.

RETURN OF A BIRTH.

No. 879

1. Date of Birth, . . .	<u>March 19 '86</u>
2. Full Name of Child, . . .	_____
3. Color,* . . . . .	_____
4. Sex, (and if twin or illegitimate,) . . . . .	<u>Male</u>
5. Place of Birth, . . .	<u>Lexington Mass</u>
6. Name of Father, . . .	<u>Wm R Munroe</u>
7. Residence, . . . . .	<u>Lexington</u>
8. Occupation, . . . . .	<u>Paper Mfgtr</u>
9. Birthplace, . . . . .	<u>Lexington</u>
10. Name of Mother, . . .	<u>Alice R. Cookin</u>
(Maiden Name,) . . . . .	<u>Cookin</u>
11. Residence, . . . . .	<u>Lexington</u>
12. Birthplace, . . . . .	<u>Boston Mass</u>

Dated at Lexington March 24 1886

\* If other than White. (A.) African. (M.) Mulatto. (I.) Indian. If of other Races, specify what.  
 [Be very particular to fill all Blanks.]

J. O. Tilton, m.d.

Commonwealth of Massachusetts.

CERTIFICATE OF MARRIAGE.

No. 4

1. Full Name of GROOM, . . . . .	<u>William R. Munroe</u>
2. Color,* . . . . .	_____
3. His place of Residence, . . . . .	<u>Lexington</u>
4. Age, . . . . .	<u>39</u>
5. Occupation, . . . . .	<u>Paper Manufacturer</u>
6. Number of the Marriage, . . . . .	<u>First</u>
7. His place of Birth, . . . . .	<u>Lexington</u>
8. Father's Name, . . . . .	<u>James S.</u>
9. Mother's Name, . . . . .	<u>Alice B.</u>
10. Full Name of BRIDE, . . . . .	<u>Helen H. Cookin</u>
(Maiden Name, if a Widow), . . . . .	_____
11. Color,* . . . . .	_____
12. Her place of Residence, . . . . .	<u>Lexington</u>
13. Age, . . . . .	<u>27</u>
14. Occupation, . . . . .	_____
15. Number of the Marriage, . . . . .	<u>First</u>
16. Her place of Birth, . . . . .	<u>Boston</u>
17. Father's Name, . . . . .	<u>Samuel H.</u>
18. Mother's Name, . . . . .	<u>F. E.</u>

The intentions of Marriage by the parties above named were duly entered by me in Records of the Town of Lexington according to law, this 25<sup>th</sup> day of May A.D. 1885. Leonard A. Barille Town Clerk.

The parties above named were joined at Boston by me, this Fifteenth day of June A.D. 1885.  
 Attest, † Rufus Ellis Pastor  
106 Marlboro-st.

\* If other than White. (A.) African. (M.) Mulatto. (I.) Indian. If of other Races, specify what.  
 † Stating Official Station and Residence.  
 [Be very particular to fill all Blanks. See reverse of this page.]

Commonwealth of Massachusetts.

RETURN OF A DEATH.

No. \_\_\_\_\_  
 To the Clerk of the Town in which the Death occurred.

1. Date of Death, . . . . .	<u>Sept 6, 1889</u>
2. Name, . . . . .	<u>Wm R Munroe</u>
(Maiden Name),* . . . . .	_____
(Name of Husband),* . . . . .	_____
3. Sex, and whether single, Married, or Widowed, . . . . .	<u>Male, married</u>
4. Color, † . . . . .	_____
5. Age, . . . . .	<u>34</u> Years, <u>5</u> Months, <u>14</u> Days.
(Disease or Cause of Death, . . . . .)	<u>Ulcer of Stomach</u>
6. (Duration of Sickness, . . . . .)	_____
By whom certified, . . . . .	<u>J. O. Tilton M.D.</u>
7. Residence, . . . . .	<u>Lexington Mass</u>
8. Occupation, . . . . .	<u>Paper Mfg</u>
9. Place of Death, . . . . .	<u>Lexington</u>
10. Place of Birth, . . . . .	_____
11. Name of Father, . . . . .	<u>James S. Munroe</u>
12. Name of Mother, . . . . .	<u>Alice B.</u>
13. Birthplace of Father, . . . . .	<u>Lexington</u>
14. Birthplace of Mother, . . . . .	_____
15. Place of Interment, . . . . .	<u>Mount Auburn</u>

Signature of Undertaker or other person making the Return, . . . . . } CHARLES F. WEST,  
 Undertaker & Embalmer, . . . . . }  
 LEXINGTON, MASS.

DATED at Sept 7, on Lexington 1889

\* If a Married Woman or Widow.  
 † If other than White. (M.) Mulatto. (I.) Indian. If of other Races, specify what.  
 [Be very particular to fill all Blanks.]

# Filings, Licensing and Decisions

TOWN OF LEXINGTON  
 DECISION OF THE BOARD OF APPEALS

Subject Property: 66 Munroe Road, Map 1  
 Applicant and Property Owner: Ying Chen  
 Hearing Date: September 10, 2015

Pursuant to notice in the *Lexington Minuteman*, a circulation in the Town of Lexington, published on August 2015, and notice sent by mail, postage prepaid, to all part provisions of Massachusetts General Laws Chapter 40A, by said Chapter 40A, a public hearing was held on September 10, 2015 at the Town of Lexington Office Building on the petition of Ying Chen, filed on August 10, 2015 to allow modification of a special permit at 66 Munroe Road.

Board Members Present: Chairwoman Jeanne K. P  
 Associate Members Ralph D. Clifford, Laura Hussong and  
 Also present was Alternate James A. Osten

Administrative Staff present: David George, Zoning Admin

Petitioner submitted the following with the applicati  
 justification; plot plan; elevations; floor plans; a copy of a  
 September 11, 2014 and grading and drainage plans.

Prior to the hearing, the petition and supporting dal  
 Zoning Administrator, Building Commissioner, Conservati  
 Engineer, Health Director, Planning Director and Board of  
 received from the Building Commissioner, Conservation A  
 Administrator.

Ying Chen, owner of the property, presented the pr

The applicant seeks to demolish the existing struct  
 single family, 2,072 sq. ft., 2 1/2-story structure. The prop  
 located 7.2 ft. from the front lot line and would comply wit  
 setbacks.

The Board granted the applicant a special permit a  
 allow reconstruction of the nonconforming structure. Bec  
 made to the plans the applicant is requesting a modificati  
 special permit.

#1056  
 8/11/2015

This application must be completed and  
 accordance with the Rules and Regulations  
 review the Lexington Zoning By-law and 1

Location of Property: 66  
 Name and Address of Applicant: 4  
 Applicant contact info - phone: day: 611  
 Applicant to: Owner  Tenant  
 Property Owner's Name and Address (if  
 Date Deed Recorded: 8/11/2012  
 Characteristics of Property: Lot Area  
 Present Use of Property: Single  
 Lexington Assessors' Map No.: 17  
 Application is for:  
 A variance from Section  
 A special permit in acco  
 An appeal from a decis  
 Permit for removal or pl  
 Town of Lexington, CH  
 Comprehensive Permi  
 Other: MODIFY I

Nature and Justification of Request (plea  
 MINOR MODIFICATION INCLUDES: REDUCING THE BASEMENT CEILING HEIGHT TO UNDER  
 7'0" FROM CURRENTLY IT AS A "CRAWL SPACE" AND THE ADDITION OF FRONT  
 AND REAR DORMERS AT THE ATTIC LEVEL. TOTAL WORK NO MORE THAN 50%  
 OF THE MAJOR ROOF TO MAINTAIN STATUS AS A HALF STORY.  
 PETITIONER OR REPRESENTATIVE MUST ATTEND THE HEARING.


Signature of Applicant/Petitioner (or Representative): *[Signature]*

Schedule of Filing Fees- October 17, 1989

	Residential	Non-Residential	Sign:
Variance	\$100	\$200	\$100
Special Permit	\$100	\$200	Special Permit with Site Plan Review (SPS) *
Appeal	\$100	\$200	Comprehensive Permit**
Renewal	\$100	\$200	*varies with size of project

Revised March 10, 2014

1805

 **Town of Lexington**  
 Town Clerk's Office

Nathalie L. Rice, Town Clerk

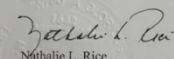
Tel: (781) 862-0500 x84558  
 Fax: (781) 861-2754

Date: 10/28/2015

I hereby certify that twenty days have elapsed since the decision of the Board of Appeals on 9/10/2015:

Ying Chen  
 66 Munroe Rd  
 Book 1420 / Page 132  
 Special Permit Modification

Attest:

  
 Nathalie L. Rice  
 Town Clerk

1625 MASSACHUSETTS AVENUE • LEXINGTON, MASSACHUSETTS 02420



# Open Government – Public Meetings, Notices, & Agenda

<http://www.lexingtonma.gov/>



**Town of Lexington Massachusetts**

HOME DEPARTMENTS BOARDS & COMMITTEES VISITORS CONTACT US HELP

*Notice: To Mr. Hezekiah Smith Constable Lexington Greeting You are hereby Required in His Name to Warn all of Freemen & other Inhabitants of the Town of Lexington that the Lie of of Grate Controly in & Town Qualified*

**TOWN GOVERNMENT**  
Town Meeting  
Selectmen  
Public Records

**RECREATION & PROGRAMS**  
Recreation Programs  
Community Center  
Human Services

**TOWN SERVICES**  
Trash, Recycling & Compost  
Express Bus  
Police Library

**BUILDING & ZONING**  
Permits  
Board of Appeals  
Planning Department

**PERMITS & LICENSES**  
Public Health  
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Firearms Licenses & ID cards

**PAYMENTS, FINES**  
Online Payments  
Property Taxes  
Paying Parking Tickets

Town News | Town Events | **Public Meetings** | Photo Gallery

Community Choice Electrical Power Aggregation Plan: Public Comment Period and Public Hearing Notice »

Deadline to Register to Vote in the Presidential Election is Wednesday, October 10 »

VETERANS DAY: Invitation to Veterans, Observance, Info for Businesses »

Two Open Houses Saturday, July 10 at Cary Library 9:30 - 11:30 AM  
Fire Department 1 - 3 P.M.

Human Rights Commission: The American Dream: Integration & School Integration & Nov 16 »

Tu. Shots for Residents Clinics beginning Tuesday, July 10

**Town of Lexington Massachusetts**

HOME DEPARTMENTS BOARDS & COMMITTEES VISITORS CONTACT US HELP CENTER

Home » Calendar: Public Meeting

## Calendar: Public Meeting

Month Week Day Year

July 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26	27	28	29	30	1
2	3	4 Independence Day Holiday, all day	5 Board of Registrars 7:00pm	6 Commission on Disability 8:45pm Monuments & Memorials Committee 8:30pm	7	8
9	10 Greenways Corridor Committee 4:30pm Conservation Commission 8:30pm	11 Aggregation Committee 7:30pm Lexington Housing Partnership 7:30pm	12 Permanent Building Committee 7:00pm Planning Board 7:00pm	13 Tree Committee 7:30pm Lexington Center Committee 8:30pm Community Center Program Advisory Committee 7:00pm Board of Appeals 7:30pm	14	15
16 Board of Selectmen 7:00pm	17 Hanscom Field Advisory Commission LOCATION CHANGE 7:00pm Recreation Committee - Lincoln Park Sub-Committee 7:30pm Recreation Committee - Lincoln Park Sub-Committee 7:30pm	18 Economic Development Advisory Committee - CANCELLED 8:00am Recreation Committee 8:00pm Historical Commission 7:30pm	19	20	21	22
23 Conservation Commission 8:30pm	24 Sustain Lexington Committee 7:00pm	25 Water and Sewer Abatement Board 8:00am Lexington Housing Authority 8:30am Tourism Committee 4:30pm	26 Lexington Housing Assistance Board (LEXHAB) 7:00am Lexington Retirement Board 8:00am Battle Road Scenic Byway Committee Meeting	27 2020 Vision Committee 7:45am	28	29

# Public Records & Records Portal

 Entire Repository 

[Lexington Home Page](#) | [Help](#) | [About](#)

**Browse** [Search](#)

Breadcrumb Navigation:  
TownOfLexington8

Welcome to The Town of Lexington Records Management System

Folders of records available in the repository are shown on the right.

You may browse for records by clicking on the folders. Use the quick search tool at the top of this page or perform an advanced search of the records by selecting SEARCH above.

The 'File & Document Search Instructions' document (see link to the right) provides directions on searching within folders and documents, and includes search tips and specific instructions for searching the 'Committee Members' document found in the folder named 'Committee Members'.

Note the clickable 'breadcrumb' navigation above the main viewing pane. Once you navigate into a folder, it may be used to quickly browse to a higher level folder.

Please use the HELP link on the top right of the page for further help.

Name	OCRed	Page Count	Volume Name	Template Name
ANNUAL TOWN REPORTS			DEFAULT	
Archival Collections			DEFAULT	
BUILDINGS, LAND, UTILITIES & TRANS REPORTS				
Campaign Finance				
Committee Members			DEFAULT	
ELECTIONS AND TOWN MEETING ACTION			DEFAULT	
ELECTIONS-Preliminary Results			DEFAULT	
Engineering Division Public Documents				
Fire Dept Staffing Study Report			DEFAULT	
Greenway Corridor			DEFAULT	
MINUTES-REPORTS-COMMITTEES ARCHIVE			DEFAULT	
Wright Farm			DEFAULT	
Inn at Hastings - Board of Appeals Decision 2012-7-26	All	436	DISK13	Property

13 Entries

# Municipal Archives

(47)

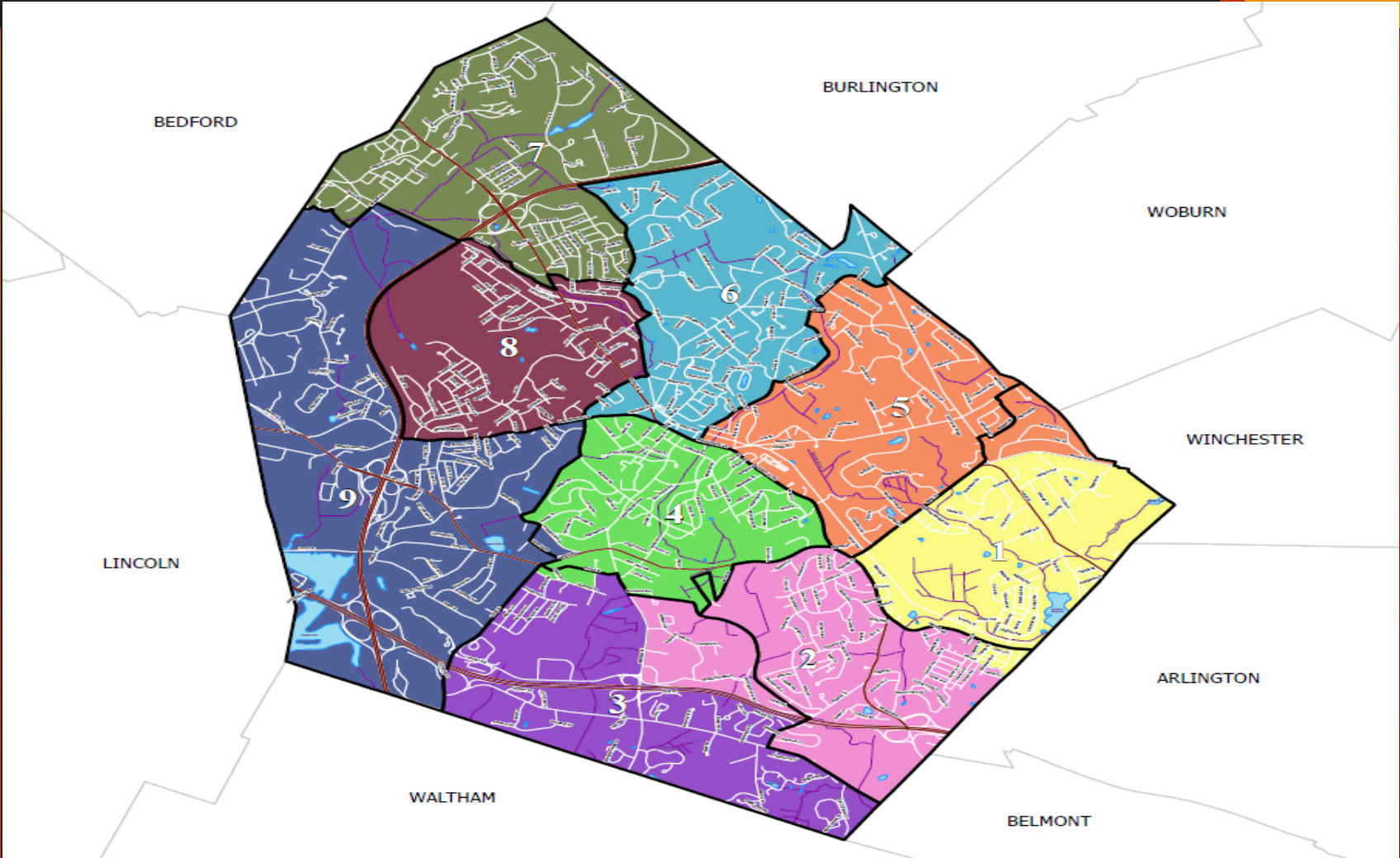
April 15<sup>th</sup> 1799

Then the Selectmen Reso<sup>d</sup> with Cap<sup>t</sup> J<sup>n</sup><sup>o</sup> Mallison  
Treasurer for all the Moneys that he has Received in  
& paid out since May 7<sup>th</sup> 1798 to the Above date,  
and finde due from the Several Collectors the  
following Sums

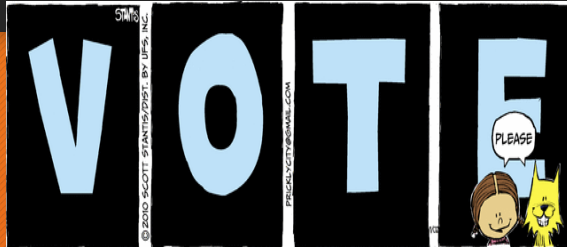
(Six) J<sup>n</sup><sup>o</sup> Harrington for -- 1784 \$ 38 4 1  
Nathan Munroe Sep<sup>r</sup> 1798 - 99 07 -

we also finde in the Treasurer hands, a Number  
of Notes of hand due to the Town  
we also finde due from the Treasurer to the town  
thirty One Dollars & Ninety four Cents.

# Municipal Census & List of Residents

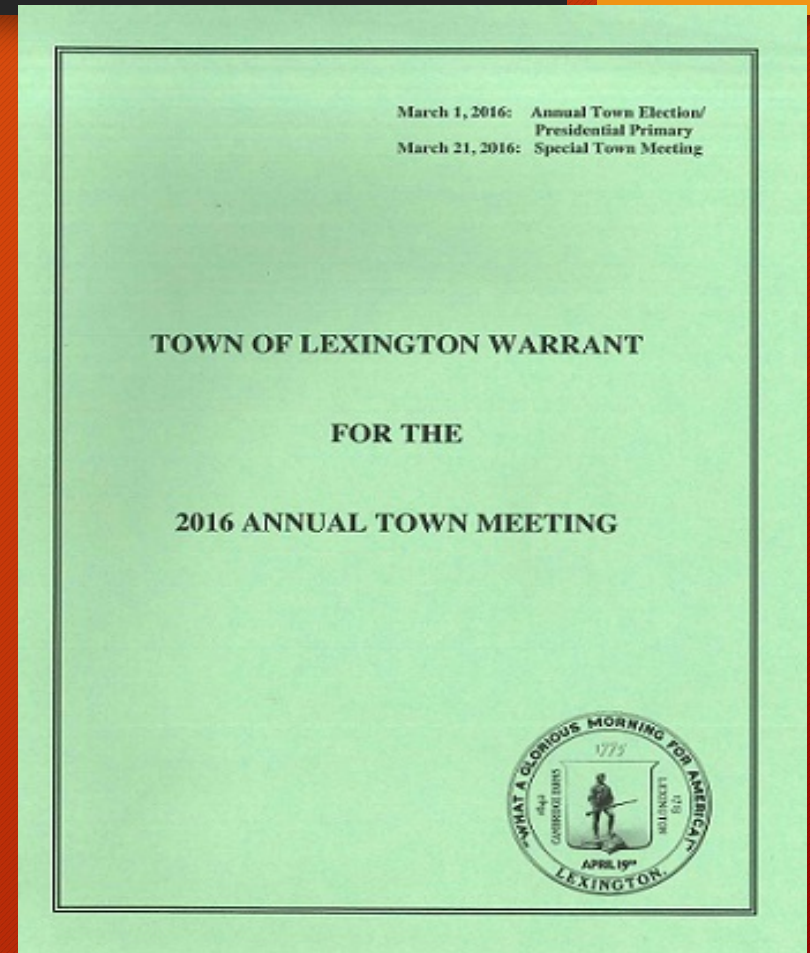


# Elections & Voter Registration





# Town Meeting



# Town Meeting Electronic Voting



## Article 4: Appropriate FY 2018 Operating Budget

0

Yes = 155 No = 3 Abstain = 4

Pass

7 Baker, Marsh	Yes	7 Gill, Catherin	Yes	7 Miller, Joyce	
7 Barnett, Eliza		7 Griffiths, Tho	Yes	7 Moroze, Benj	Yes
7 Benson, Don		7 Hamilton, Ma	Yes	7 Pompeo, Joh	
7 Burnell, Geor	Yes	7 Hoffman, Pa	Yes	7 Rubin, Paul	Yes
7 Burnell, Mary	Yes	7 Kanter, David	Yes	7 Sarles, Eliza	Yes
7 Costello, Patr	Yes	7 Marques-Pas	Yes	7 Wanderer, Th	Yes
7 Courtemanch	Yes	7 Martin, Fred	Yes	7 Xiao, Geoffre	No

# 2017 - Highlights

- ✓ 3 Elections
- ✓ Town Meeting and Fall Special TM
- ✓ New Staffing
- ✓ Public Records Reform, Records Requests
- ✓ OML Changes

# Looking Forward to 2018

- ✓ 3 Elections - Annual, State Primary and State Election, highlighting new tabulators
- ✓ New Voting location for Pct. 9 (Hastings)
- ✓ Annual Town Meeting and Fall Special TM
- ✓ Open Meeting Law changes
- ✓ Laserfiche Migration