

SELECT BOARD MEETING

Monday, January 12, 2026

Select Board Meeting Room, 1625 Massachusetts Avenue, Lexington, MA 02420 - Hybrid Participation*
6:30 PM

AGENDA

ITEMS FOR INDIVIDUAL CONSIDERATION

1. SELECT BOARD WORK SESSION - Discussion: Article for Changing Election 6:30pm Day from Monday to Tuesday
2. SELECT BOARD WORK SESSION - Update: Transportation Safety Group 6:50pm Update on Walnut Street Traffic Calming Measures
3. SELECT BOARD WORK SESSION - Update: Munroe Center for the Arts 7:05pm Performance Pavilion Project
4. SELECT BOARD WORK SESSION - Discussion: Lex250 Funds 7:25pm

ADJOURN

1. Anticipated Adjournment 7:55pm

Meeting Packet: <https://lexington.novusagenda.com/agendapublic/>

*Members of the public can attend the meeting from their computer or tablet by clicking on the following link at the time of the meeting:

[Https://lexingtonma.zoom.us/j/86343561893?](https://lexingtonma.zoom.us/j/86343561893?pwd=oXKQDdIdatm6cK4k5pbTMMCVO嫵QYa.1)

pwd=oXKQDdIdatm6cK4k5pbTMMCVO嫵QYa.1

Meeting ID: 863 4356 1893

Passcode: 436053

An Act Relative to Extending Certain State of Emergency Accommodations:

<https://www.mass.gov/the-open-meeting-law>

A meeting of the Select Board will be held on Monday, January 26, 2026 at 6:30pm via hybrid participation.

*Hearing Assistance Devices Available on Request
All agenda time and the order of items are approximate and
subject to change.*

LexMedia
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AGENDA ITEM SUMMARY

LEXINGTON SELECT BOARD MEETING

AGENDA ITEM TITLE:

SELECT BOARD WORK SESSION - Discussion: Article for Changing Election Day from Monday to Tuesday

PRESENTER:

Board Discussion

ITEM NUMBER:

I.1

SUMMARY:

Category: Brainstorming

As a follow-up to the January 5, 2026 meeting, the Select Board will discuss the appropriate timing for placing a proposed Town Meeting Article to change Election Day from Mondays to Tuesdays. The discussion will focus on reviewing the most feasible Town Meeting at which to consider the Article and any related scheduling or implementation considerations.

SUGGESTED MOTION:

N/A

FOLLOW-UP:

DATE AND APPROXIMATE TIME ON AGENDA:

1/12/2026 6:30pm

AGENDA ITEM SUMMARY

LEXINGTON SELECT BOARD MEETING

AGENDA ITEM TITLE:

SELECT BOARD WORK SESSION - Update: Transportation Safety Group Update on Walnut Street Traffic Calming Measures

PRESENTER:

Ross Morrow, Assistant Town
Engineer/ Meghan Roche, Asst Town
Planner

ITEM
NUMBER:

1.2

SUMMARY:

On December 9, 2025, members of the Transportation Safety Group (TSG) met to review and discuss recommendations contained in a traffic calming report prepared by TEC, Inc. for Walnut Street. The TEC report identifies a range of potential traffic calming measures, varying in scope, complexity, and cost, intended to improve safety and reduce vehicular speeds along the Walnut Street corridor.

TSG will provide the Select Board with their recommendations for traffic calming measures. A memorandum from TSG and a table is attached for reference, along with a link to the full TEC report.

TEC-Walnut-Street-Traffic-Calming-Technical-Memorandum

SUGGESTED MOTION:

N/A

FOLLOW-UP:

TSG

DATE AND APPROXIMATE TIME ON AGENDA:

1/12/2026 6:50pm

ATTACHMENTS:

Description	Type
<input checked="" type="checkbox"/> TSG Memo - Walnut Street	Backup Material



TOWN OF LEXINGTON TRANSPORTATION SAFETY GROUP

1625 Massachusetts Avenue
Lexington, Massachusetts 02420
<https://www.lexingtonma.gov/transportation-safety-group>

Date: January 9, 2026

To: Steve Bartha, Town Manager
CC: Kelly Axtell, Deputy Town Manager
Kim Katzenback, Executive Clerk Select Board
David Pinsonneault, DPW Director
Carol Kowalski, Assistant Town Manager for Development
Fr: Transportation Safety Group

On December 9, 2025, members of the Transportation Safety Group (TSG) met to discuss recommendations made in a report prepared by TEC, Inc. ("TEC"), for traffic calming measures on Walnut Street. The report includes several recommendations, ranging in scope and cost, to improve safety and reduce vehicular speeds in the corridor. The Select Board may recall that at 2023 Special Town Meeting, TSG requested funds to conduct a speed hump pilot project on Walnut Street. The Town Meeting vote, which required a two-thirds vote to pass, failed by a vote of 84-73-6. Residents of Walnut Street continue to strongly advocate for safety improvements to Walnut Street in the absence of previously requested speed humps.

Existing Conditions

Walnut Street is a narrow, tree-lined urban major collector roadway that is subject to a 25 MPH statutory speed limit. The roadway carries between 4,600 and 4,800 vehicles per day on an average weekday. Speed data indicates that the average speed and 85th percentile speed along Walnut Street are 29 MPH and 34 MPH in the northbound direction, respectively, and 27 MPH and 31 MPH in the southbound direction, respectively. TEC analyzed crash data on Walnut Street between Concord Avenue and the Lexington/Waltham line between 2018 and 2024 which indicates four (4) reported crashes over the seven-year study period. TEC performed turning movement counts and traffic counts in September 2025 (see Page 4 of report for detailed results of the data collection).

Recommendation

TSG recommends installing raised median islands at various locations of Walnut Street (locations will be determined during a field evaluation). Additional transverse "speed

reduction” pavement markings in certain downhill sections of Walnut Street should be installed as well. These recommendations are in addition to recent improvements made to Walnut Street including: 6 new streetlights, a speed feedback sign, and a new speed limit sign.

Raised Median Islands

“Walnut Street is approximately 20-feet to 22-feet wide, which is the width of a typical two-lane roadway shoulder-to-shoulder. Typical “narrowing” of the roadway may not be achievable on the 20-foot-wide segments of the corridor; however, the introduction of median islands at either the 20-foot-wide or 22-foot-wide segments would generate an uncomfortable experience for potential cut-through drivers as a “widening” contrast to typical “narrowing”. TEC recommends Lexington consider a minimum of two (2) locations for installation of raised median islands, and that these be installed mid-block or on the approach to an intersection.

Table 4A – Raised Median Island - Pros vs. Cons – Walnut Street

<u>PROS</u>	<u>CONS</u>
<ul style="list-style-type: none"> Multiple locations would provide deterrent to cut-through traffic given alternate routes in the area. Established as replicating an existing treatment with median present at Concord Avenue. Minimal impact for emergency vehicle response. No noticeable increase in noise pollution. 	<ul style="list-style-type: none"> Requires box widening to fit raised median area as Walnut Street is already narrow. Corridor grades may limit the location of median placement due to advanced sight distance of raised obstruction. Potential obstruction for snow plowing operations. May require modifications to stormwater infrastructure as part of closed drainage system.

Transverse ‘Speed Reduction’ Pavement Markings

“Transverse pavement markings, outlined in Section 3B.28 and Exhibit 3B-25 of the MUTCD, usually consist of transverse bars that are typically spaced to give drivers the perception that they are speeding up. Transverse ‘speed reduction’ pavement markings are appropriate and are typically used, although not exclusively, in rural traffic calming. Walnut Street provides a rural feel although present in the suburban overall community”.

Table 4C – Transverse Pavement Markings - Pros vs. Cons – Walnut Street

<u>PROS</u>	<u>CONS</u>
<ul style="list-style-type: none"> No changes to cross-section required. No impact on emergency vehicle response. No noticeable increase in noise pollution. No impact on stormwater infrastructure. 	<ul style="list-style-type: none"> Material used may require consistent pavement marking application due to wear. Less effective in times of snow-covered roadways.

Implementation

Working with the Engineering Division, this project could be completed during the 2026 or 2027 construction seasons through the Town’s Street Improvements program.

Example of Transverse “Speed Reduction” Pavement Markings
Below Photo Source: Federal Highway Administration



Example of Raised median and textured pavement along Everett Street in Westwood, MA
Below Photos source: TEC





Walnut Street Traffic Calming – November 2025

What	Why	Where	Cost	Pros	Cons
Raised Median Island and Textured Pavement	Generates an uncomfortable experience for potential cut-through drivers	Intersections of Concord Ave, Potter Pond, Cart Path Lane and Stagecoach Road	Approximately \$15-20k per location (not including stormwater infrastructure or utilities); Recommend a minimum of 2 locations	<ul style="list-style-type: none"> Multiple locations would provide deterrent to cut-through traffic given alternate routes in the area. Established as replicating an existing treatment with median present at Concord Avenue. Minimal impact for emergency vehicle response. No noticeable increase in noise pollution. 	<ul style="list-style-type: none"> Requires box widening to fit raised median area as Walnut Street is already narrow. Corridor grades may limit the location of median placement due to advanced sight distance of raised obstruction. Potential obstruction for snow plowing operations. May require modifications to stormwater infrastructure as part of closed drainage system.
Lane Narrowing through Shoulder Lines	Reduce speeds and increase driver alertness	Entire Walnut Street corridor, both sides	Approximately \$15-35k, plus cost of re-application as necessary	<ul style="list-style-type: none"> No changes to cross-section required No impact on emergency vehicle response No noticeable increase in noise pollution No impact on stormwater infrastructure 	<ul style="list-style-type: none"> Material may require consistent re-application Current road width may render shoulder lines covered by seasonal debris and subject to roadway edge deterioration
Transverse 'Speed Reduction' Pavement Markings	typically spaced to give drivers the perception that they are speeding up.	in locations where acceleration travel speeds are expected. Generally downhill sections which can slope up to 10%	Approximately \$5-15k plus cost of re-application as necessary	<ul style="list-style-type: none"> No changes to cross-section required. No impact on emergency vehicle response. No noticeable increase in noise pollution. No impact on stormwater infrastructure. 	<ul style="list-style-type: none"> Material used may require consistent pavement marking application due to wear. Less effective in times of snow-covered roadways
Mini Roundabout	Require drivers to slow down and maneuver around central island	Would likely only be feasible at the intersection with Potter Pond	Upwards of \$250,000	<ul style="list-style-type: none"> Limited off-road impacts (beyond ROW acquisition). Provides significant speed reduction through yield condition. No noticeable increase in noise pollution. Allows for traversable island for emergency vehicle pass-through. 	<ul style="list-style-type: none"> Would require ROW acquisition. May impact stormwater dependent on location. Minimal location opportunities along steep Walnut Street grades. Traversable island needed for emergency vehicle pass-through limiting visual cue.
Speed Cushions (lane specific)	Requires drivers to reduce their speed to maintain a level of comfort and prevent vehicle damage	Mid-block and not at intersections; Relatively flat areas of the corridor	\$1-10k a piece	<ul style="list-style-type: none"> Can be seasonal (removeable style vs. permanent style). Provides significant speed reduction through yield condition. Minimal increase in noise pollution. Cost-efficient and flexible. Each unit can be relocated. Allows for sizing to match emergency vehicle wheel well as needed. 	<ul style="list-style-type: none"> Placement on downgrades could create "launching pad" effect May or may not be fully traversable by different emergency vehicle sizes. Requires multiple set-ups along corridor for effectiveness. Speed limit violations drop significantly but rise again when the cushions are removed for winter.
Speed Tables & Speed Humps	Requires drivers to reduce their speed to maintain a level of comfort and prevent vehicle damage	Mid-block and not at intersections; Relatively flat areas of the corridor	Table: \$10-15k per treatment Humps: \$5-10k per treatment	<ul style="list-style-type: none"> Humps can be seasonal (removeable style vs. permanent style). Provides significant speed reduction through yield condition. Minimal increase in noise pollution. Allows for traversable island for emergency vehicle pass-through (speed tables). 	<ul style="list-style-type: none"> Placement on downgrades could create "launching pad" effect May impact stormwater dependent on location. Requires multiple set-ups along corridor for effectiveness. Minimal location opportunities along steep Walnut Street grades. Traversable island needed for emergency vehicle pass-through limiting visual cue.

Other Considerations not listed above:

Not Warranted:

1. All-Way Stop Control (see Page 10 of TEC Report)
2. Traffic signal at Walnut/Potter (see Page 11 of TEC Report)

Not Recommended:

1. Heavy Commercial Vehicle Restriction (see Page 12 of TEC Report)
2. Chicanes (see Page 18 of TEC Report)
3. Transverse Rumble Strips (see Page 23 of TEC Report)
4. Dynamic Speed Feedback Signs [since already exist] (see Page 24 of TEC Report)
5. Sidewalks (as a method of traffic calming). Sidewalks do not directly influence driver behavior or vehicle speeds, and may even encourage faster driving

AGENDA ITEM SUMMARY

LEXINGTON SELECT BOARD MEETING

AGENDA ITEM TITLE:

SELECT BOARD WORK SESSION - Update: Munroe Center for the Arts Performance Pavilion Project

PRESENTER:

Cristina Burwell, Munroe Center for the Arts

ITEM NUMBER:

I.3

SUMMARY:

Cristina Burwell will provide an update to the Select Board on the Proposed Munroe Arts Performance Pavilion Project. The presentation will review the current status of the project and will offer the Board an opportunity to ask questions and provide feedback.

SUGGESTED MOTION:

N/A

FOLLOW-UP:

N/A

DATE AND APPROXIMATE TIME ON AGENDA:

1/12/2026 7:05pm

ATTACHMENTS:

Description	Type
❑ Monroe Pavilion - Outdoor Events	Backup Material
❑ Munroe Center for the Arts Pavilion Project Plans	Backup Material
❑ Monroe Construction - Parking Analysis	Backup Material

MUNROE CENTER FOR THE ARTS

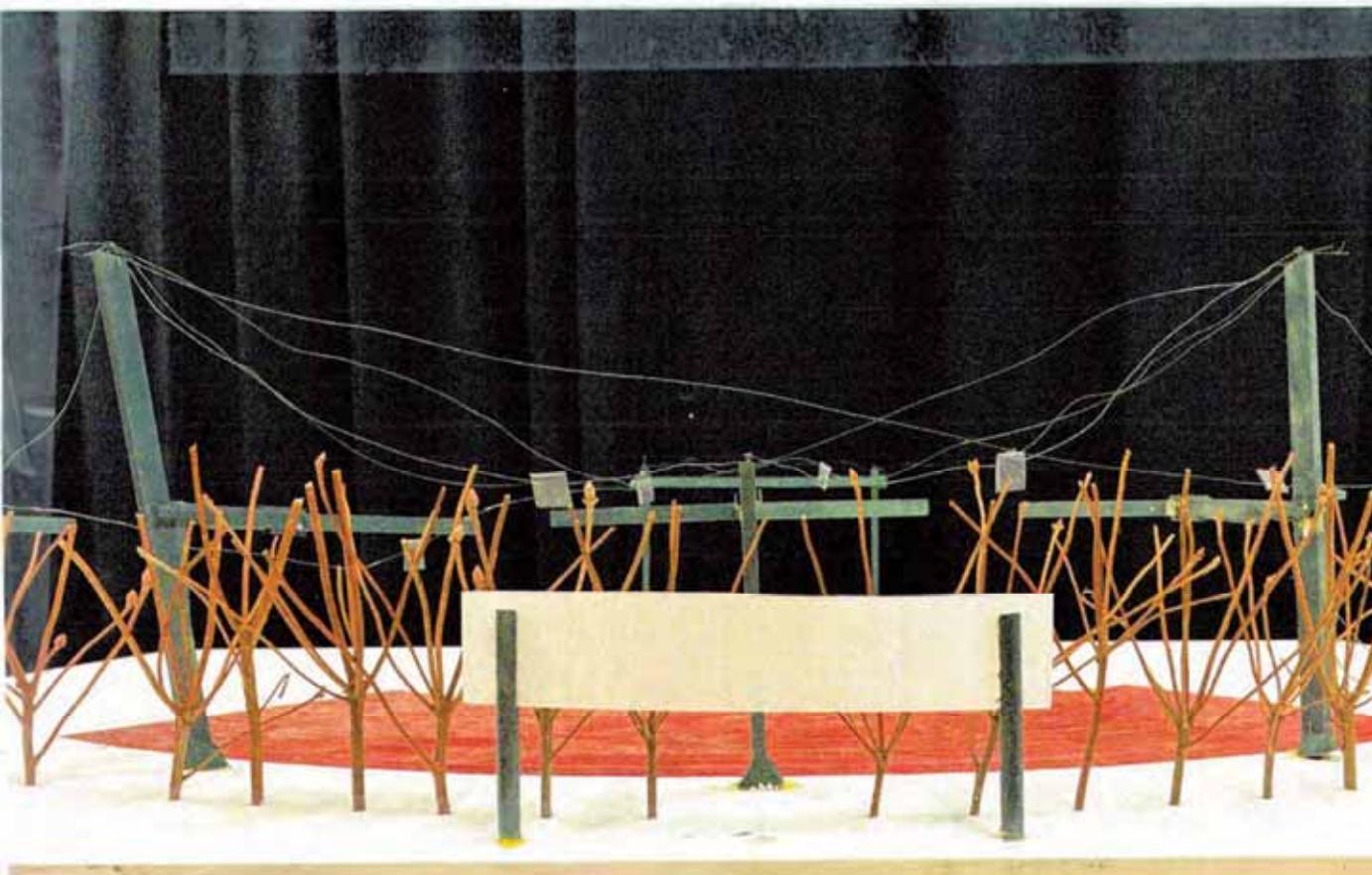
Outdoor Events



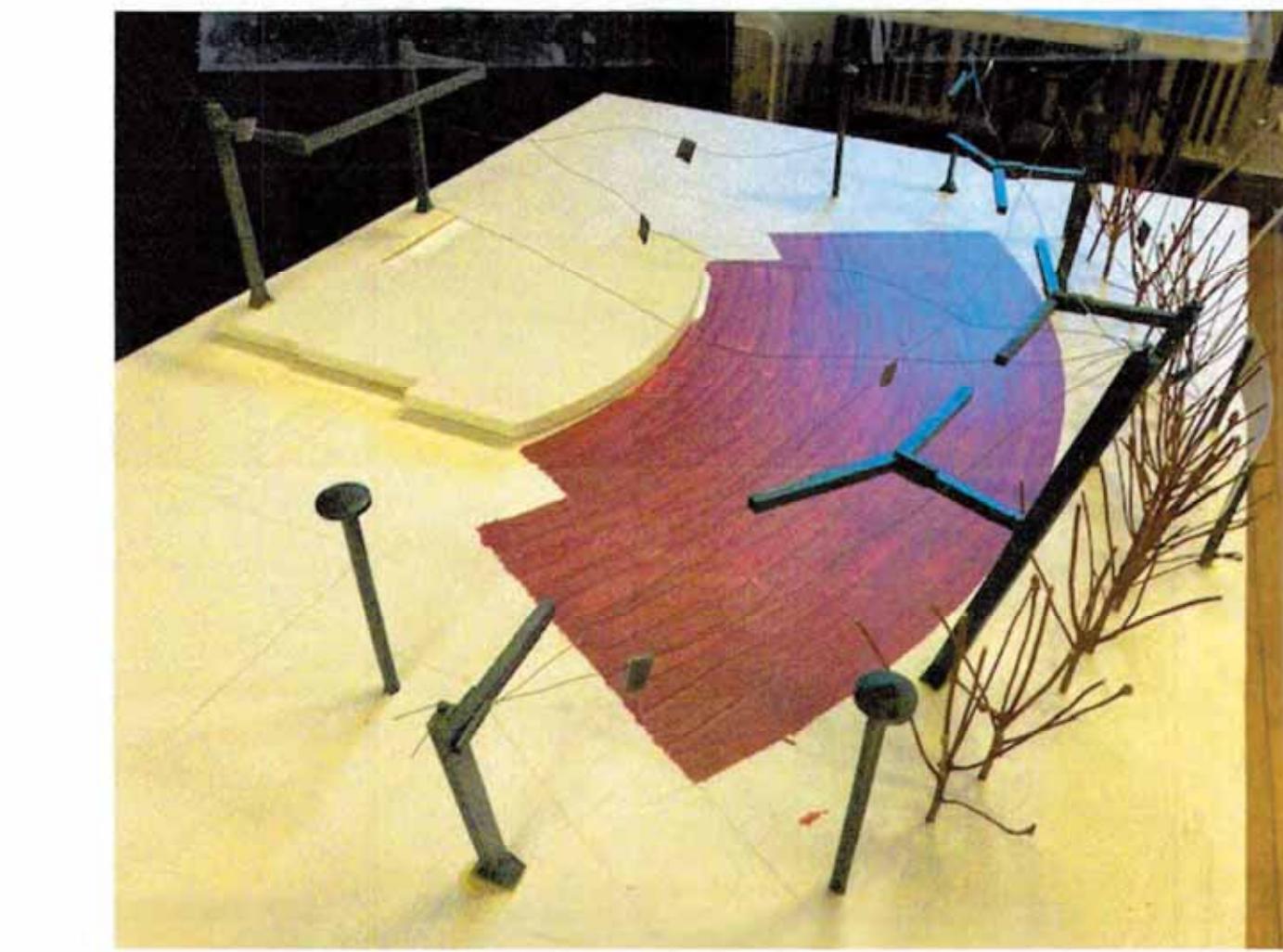
Munroe Saturday Nights



CONCEPT MODEL @ 1" = 8'



DETAIL MODEL @ 1/2" = 1'



MUNROE CENTER FOR THE ARTS (MCA)
TOM GRIFFITHS, BOARD CHAIRMAN
CRISTINA BURWELL, EXECUTIVE DIRECTOR

DESIGN TEAM
CONCEPT DESIGNER:
ROBERT. W. ADAMS AIA, LEXINGTON, MA

PROJECT ARCHITECT:
JONES ARCHITECTURE, BEVERLY, MA
GREG BURCHARD, ASSOCIATE PRINCIPAL
JAKE SPRINGER, PROJECT MANAGER

PROJECT STRUCTURAL ENGINEER:
RSE ASSOCIATES, WATERTOWN, MA
ED PROMFRED, PROJECT MANAGER

PROJECT LANDSCAPE ARCHITECT:
CROWLEY COTTRELL LLC, BOSTON, MA
NAOMI COTTRELL, PRINCIPAL

PROJECT SITE CIVIL ENGINEER:
DGT ASSOCIATES, BOSTON, MA
KEVIN RIOPELLE, PROJECT MANAGER

TENT TEAM FOR MCA:
ACCESS TENT LLC, HAVERHILL, MA
JON HOWARTH
KYLE KURTZ

FITUP MANAGER FOR MCA:
SHEHAB HOSSAIN
SOUND/LIGHT CONSULTANT FOR MCA:
JOHN SINI

PROJECT GENERAL CONTRACTOR:
CASTAGNA CONSTRUCTION CORPORATION
DANVERS, MA

DRAWING LIST

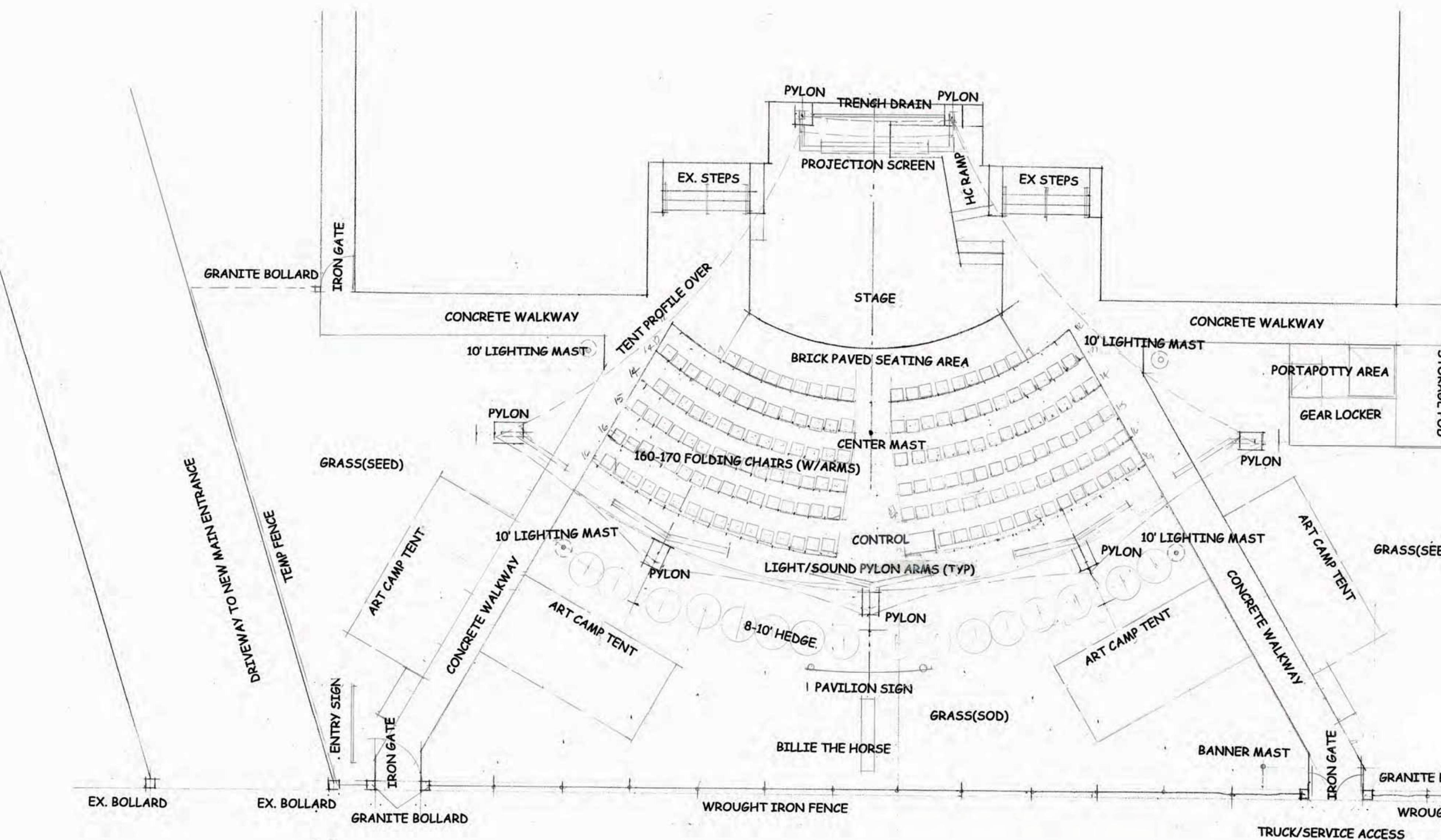
MODEL PHOTOS	A-0
ILLUSTRATIVE FLOOR PLAN	A-1
ILLUSTRATIVE FLOOR PLAN/POPS LAYOUT	A-1A
FLOOR PLAN W/ DIMENSIONS	A-2
ILLUSTRATIVE ROOF PLAN	A-3
OFF-SEASON LIGHTING	A-3A
ROOF PLAN W/DIMENSIONS	A-4
SECTION	A-5
PYLON DESIGN	A-6
FENCING TYPES	A-7
HARDSCAPE/LANDSCAPE	A-8
SIGNAGE; NEW FRONT DOORS	A-9
CONSTRUCTION NOTES	A-10

MUNROE CENTER FOR THE ARTS/MUNROE CENTER STAGE
1403 MASSACHUSETTS AVENUE, LEXINGTON, MA 02420

MODEL PHOTOS

ROBERT W. ADAMS AIA
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DECEMBER 9, 2025

A-0



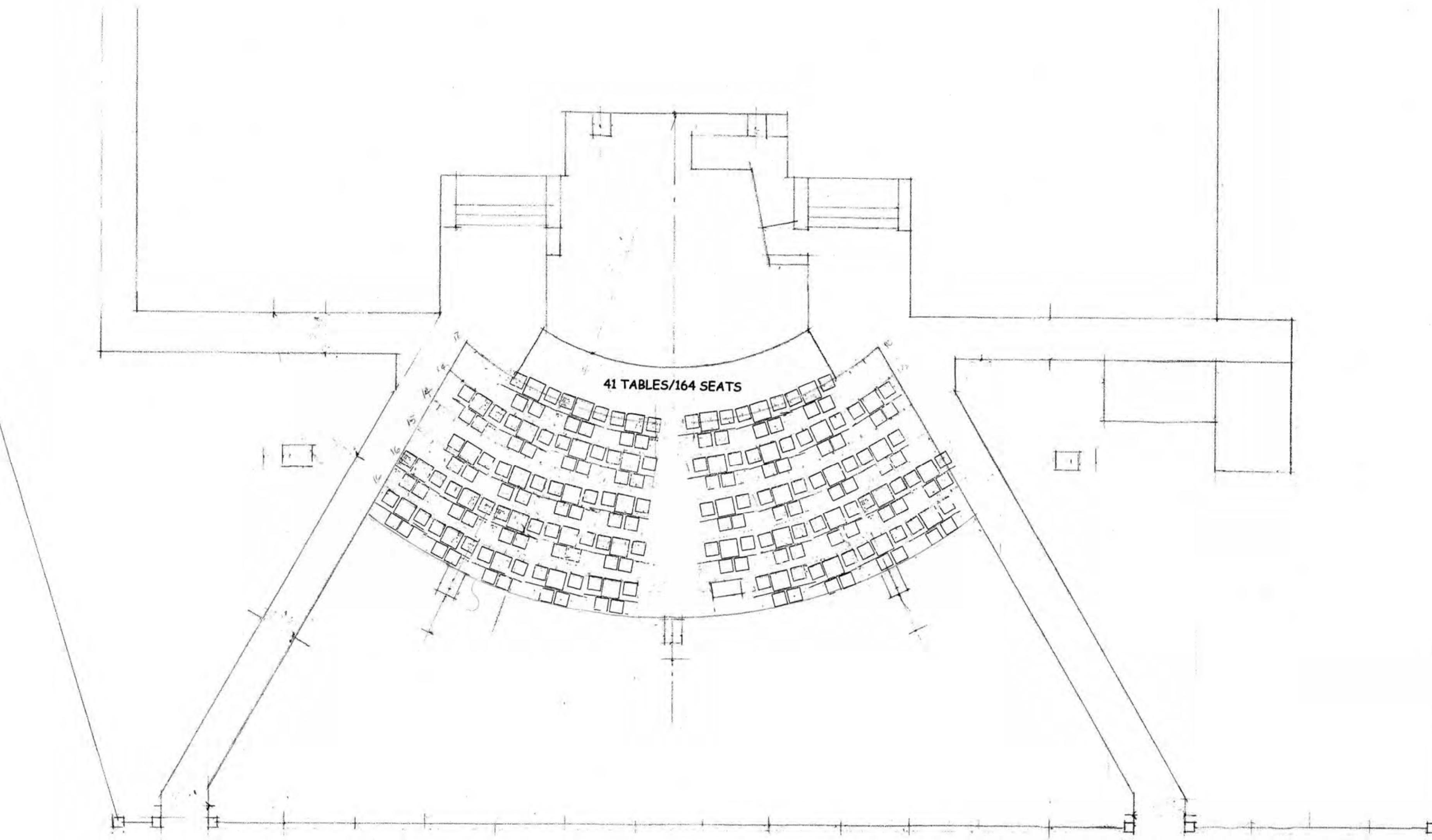
MUNROE CENTER FOR THE ARTS/MUNROE CENTER STAGE
1403 MASSACHUSETTS AVENUE, LEXINGTON, MA 02420

ILLUSTRATIVE FLOOR PLAN

SCALE: 1" = 8'

ROBERT W. ADAMS AIA
55 WATERTOWN STREET, APT 451; LEXINGTON, MA 02421
781-910-7364; robertwadams76@gmail.com
NOVEMBER 17, 2025: REV. DECEMBER 9

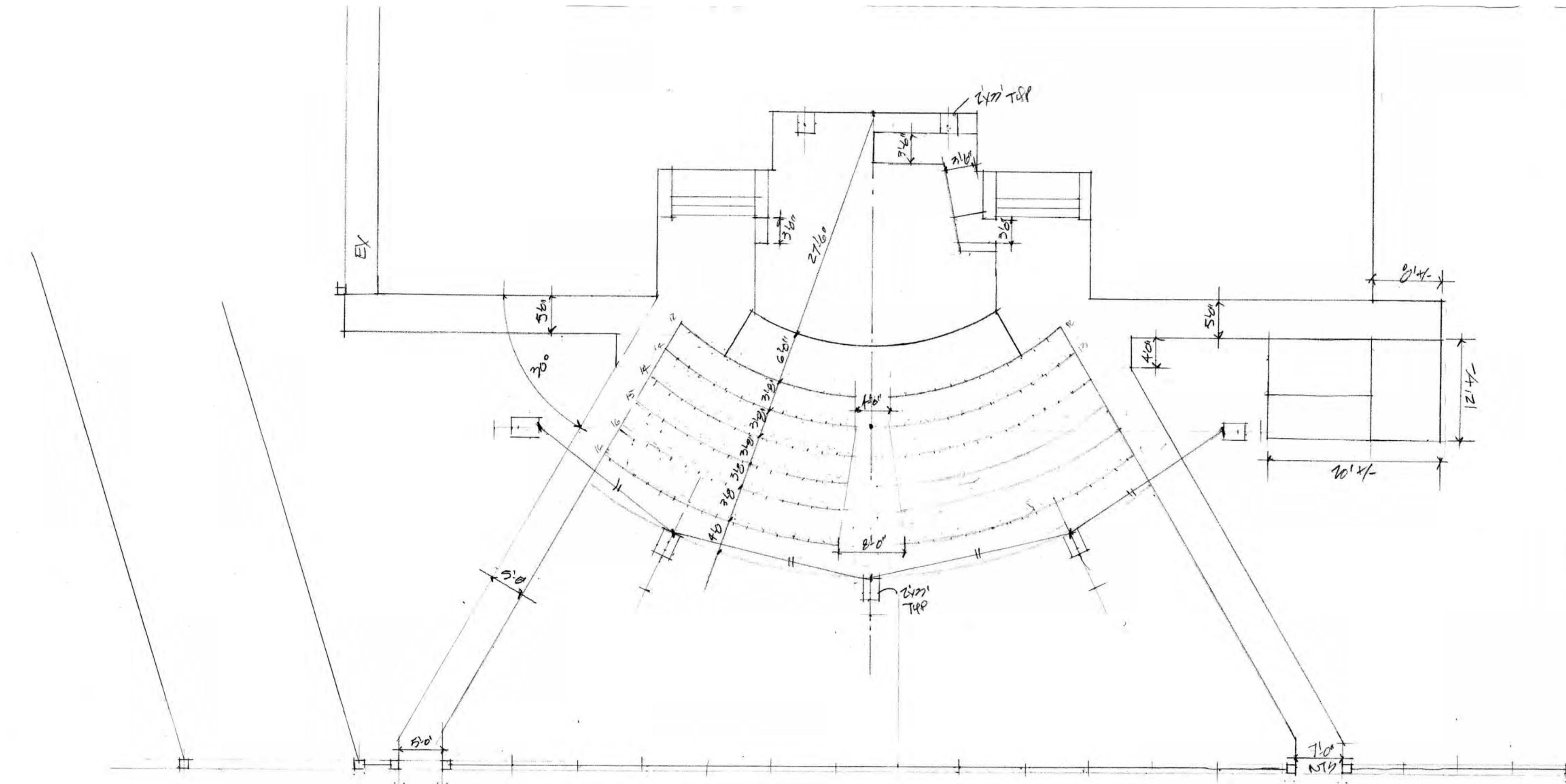
A-1



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ILLUSTRATIVE FLOOR PLAN/POPS LAYOUT A-1A
SCALE: 1" = 8'

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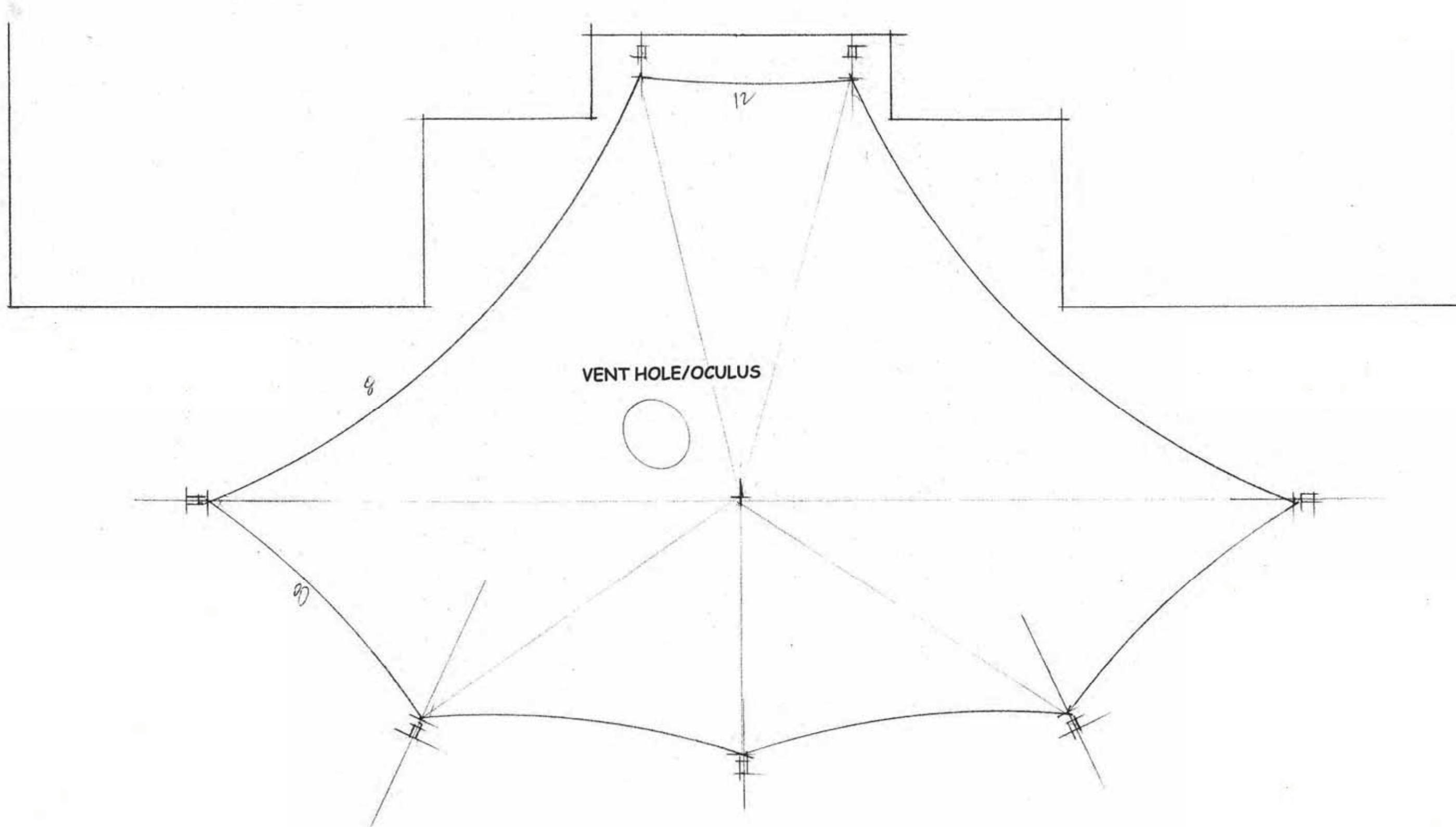


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FLOOR PLAN W/ DIMENSIONS

SCALE: 1" = 8'

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DECEMBER 9, 2025

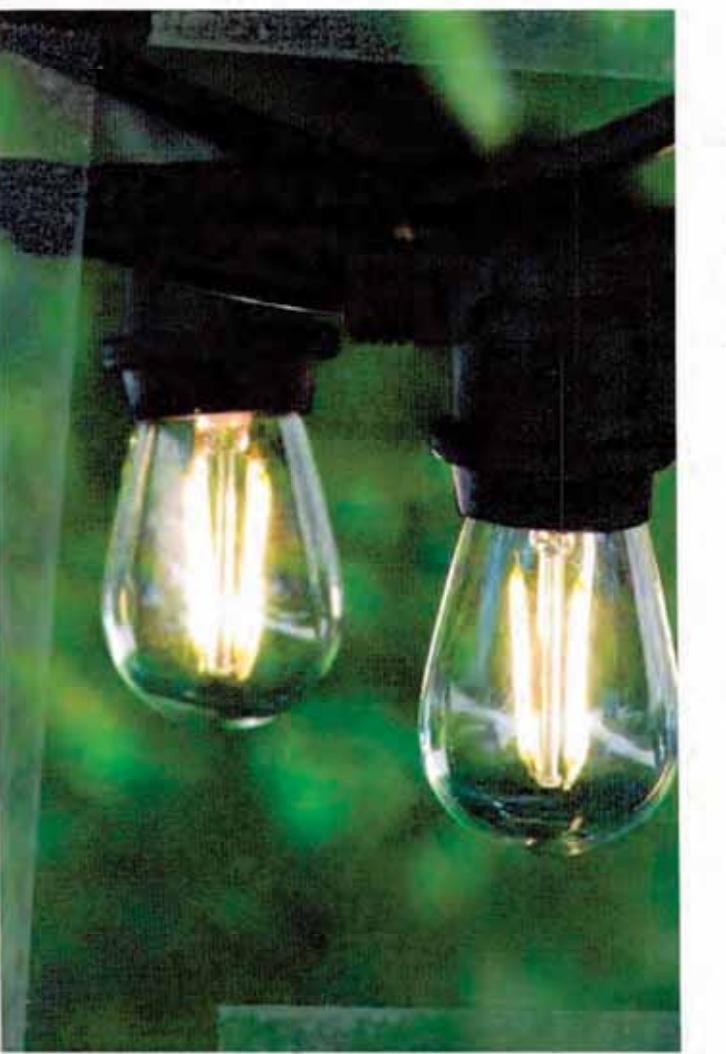


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ILLUSTRATIVE ROOF PLAN

4-3

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NOVEMBER 17, 2025; *RFV DECEMBER 9*



SKU: KM-LEDS4S14

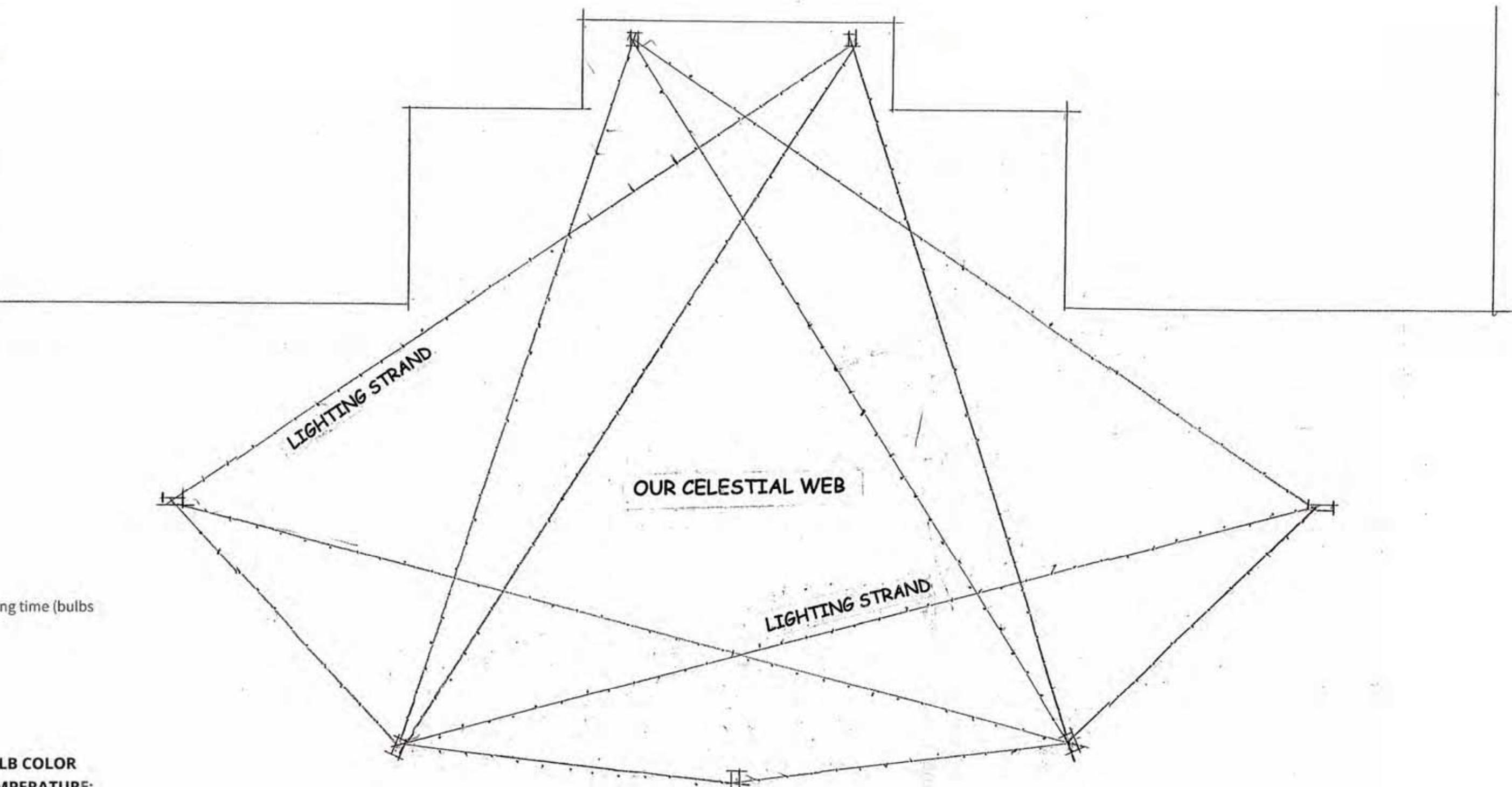
MPN:

AVAILABILITY:

Allow up to 3 business days processing time (bulbs and cord may ship separately).

**CORD LENGTH /
COLOR / WIRE
GAUGE /
CONNECTION:
REQUIRED**

**BULB COLOR
TEMPERATURE:
REQUIRED**

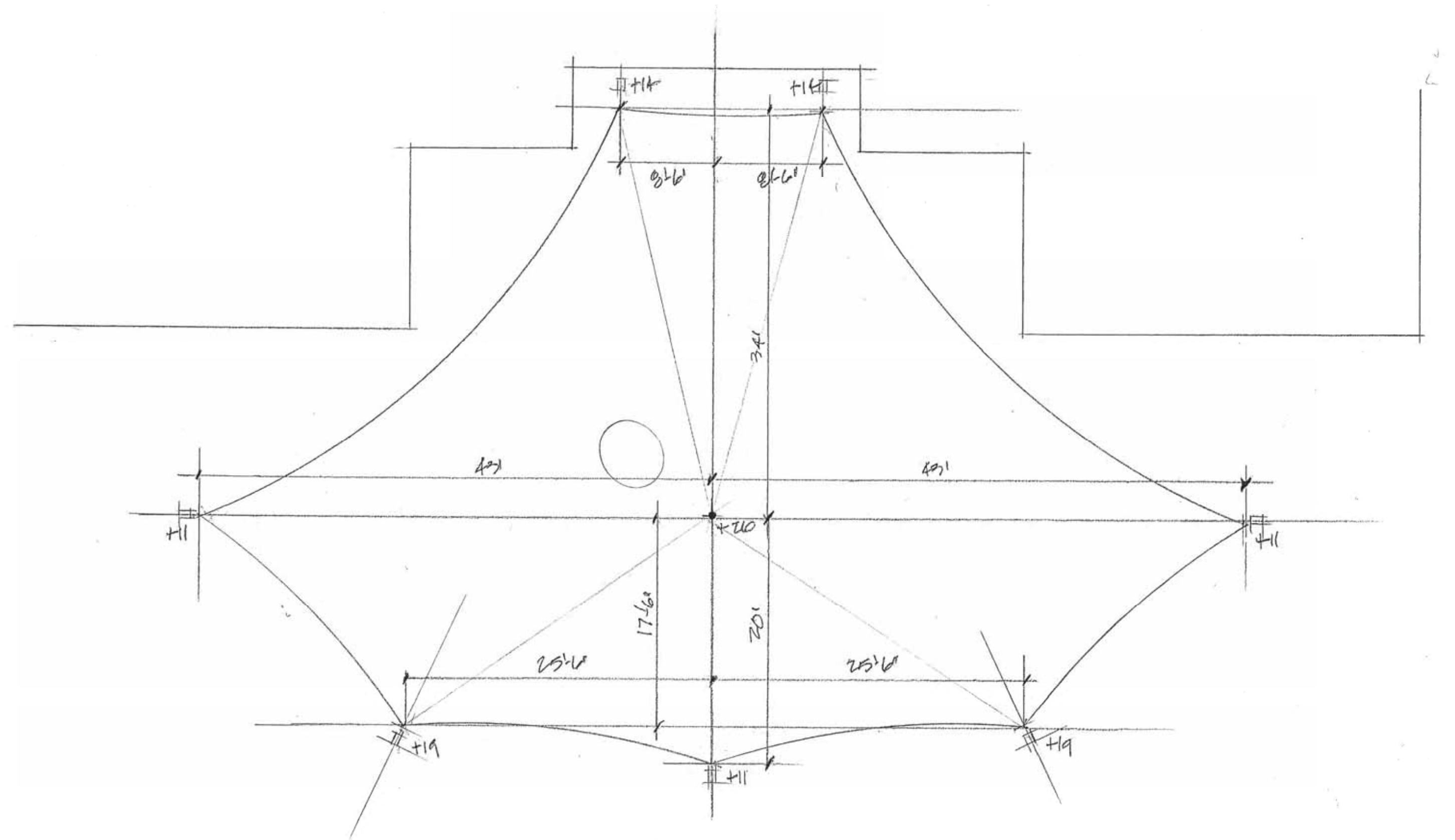


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OFF-SEASON LIGHTING

A-3A

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DECEMBER 9, 2025

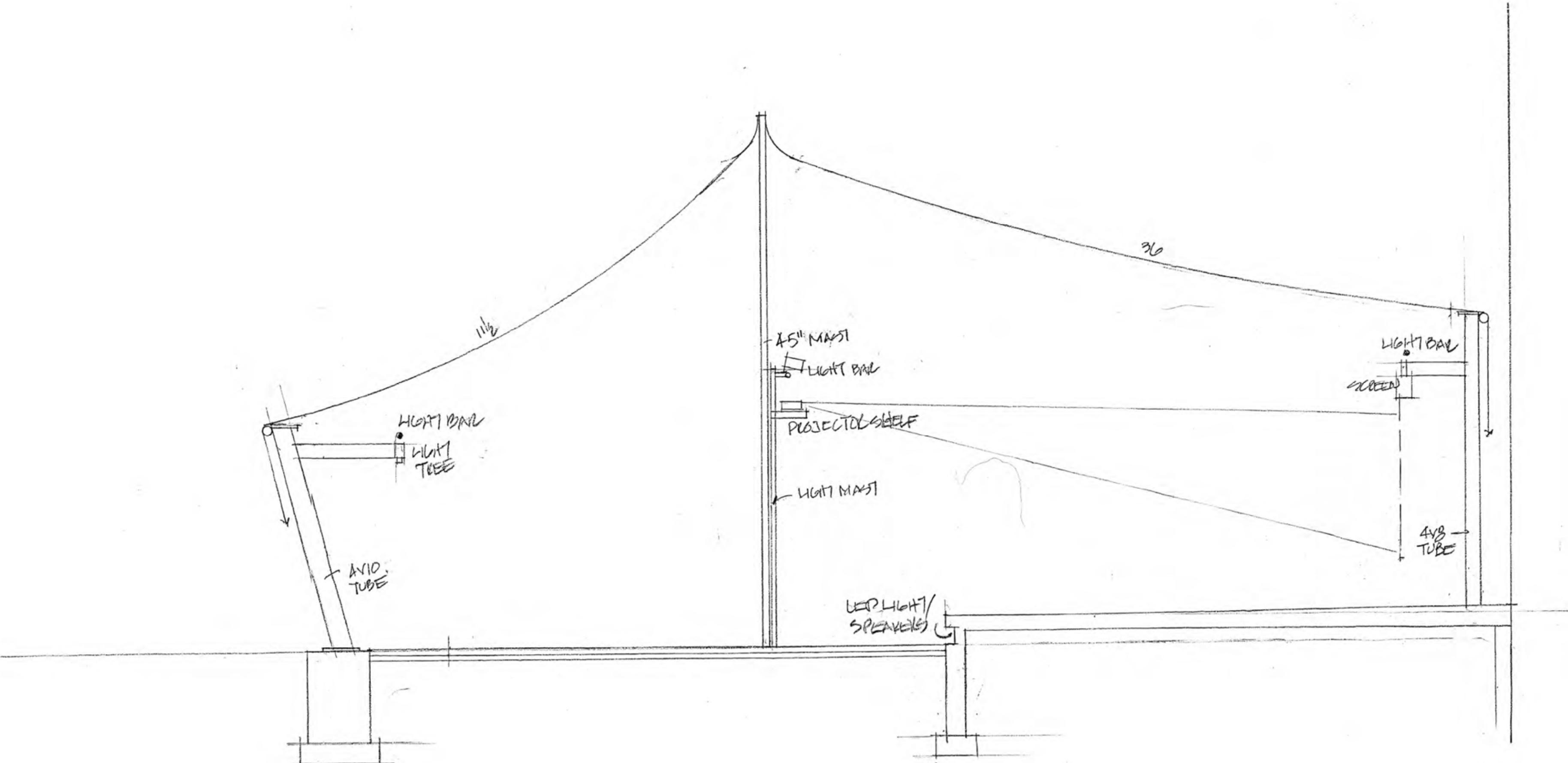


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ROOF PLAN W/DIMENSIONS

A-4

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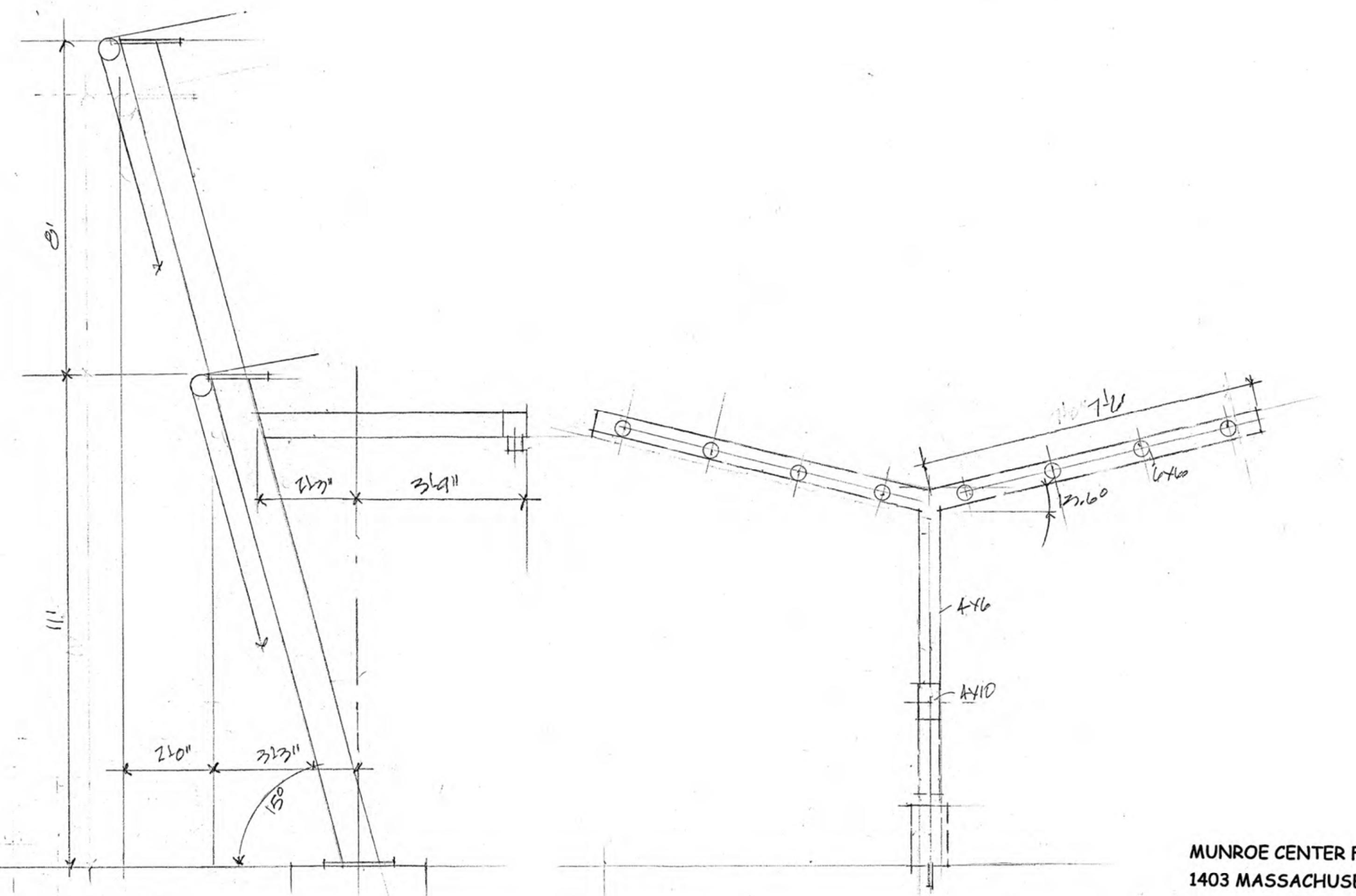
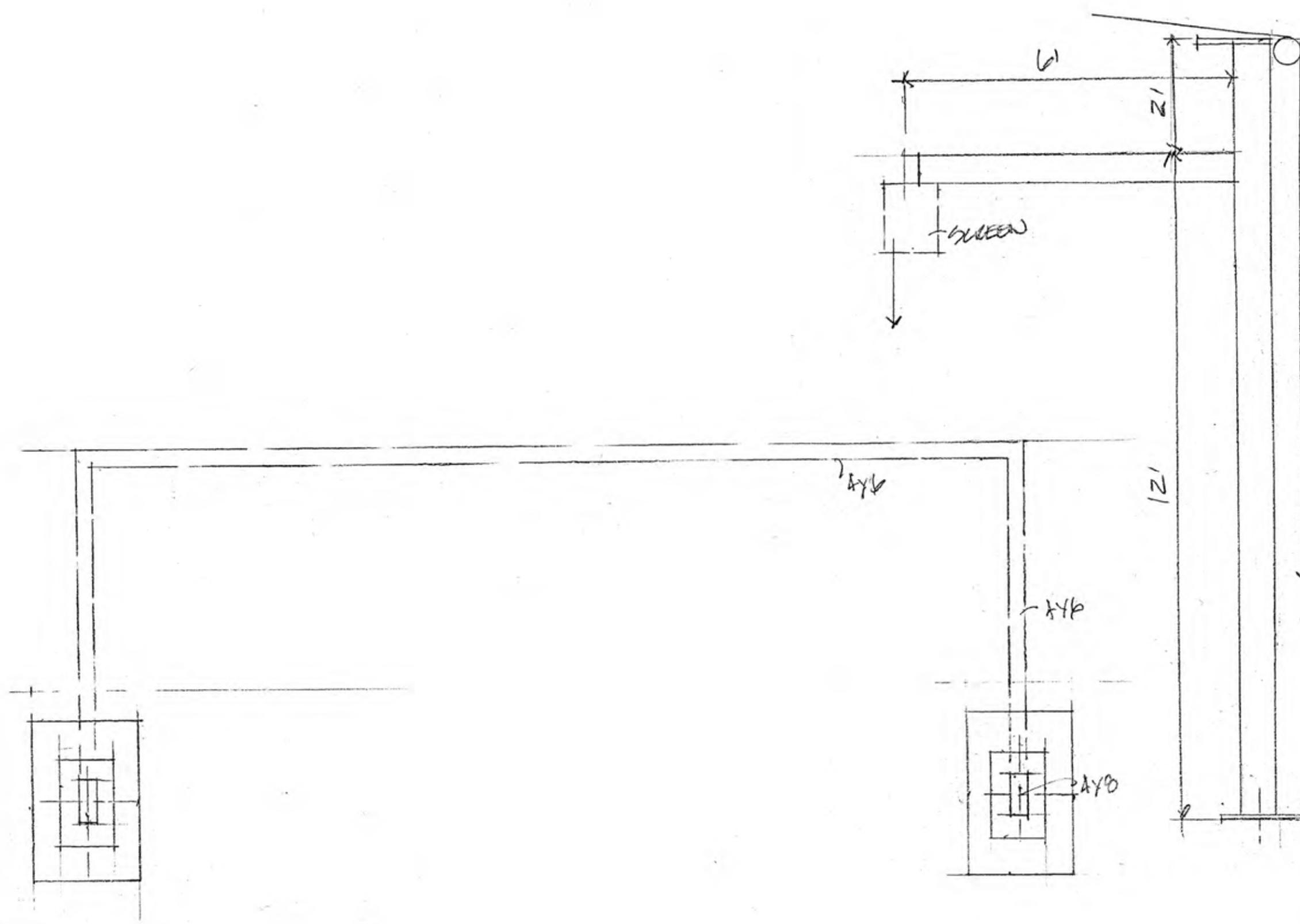


MUNROE CENTER FOR THE ARTS/MUNROE CENTER STAGE
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SECTION
SCALE: 1" = 4'

A-5

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1403 MASSACHUSETTS AVENUE, LEXINGTON, MA 02420

PYLON DESIGN

SCALE: 1/2" =

A-6

ROBERT W. ADAMS ATA

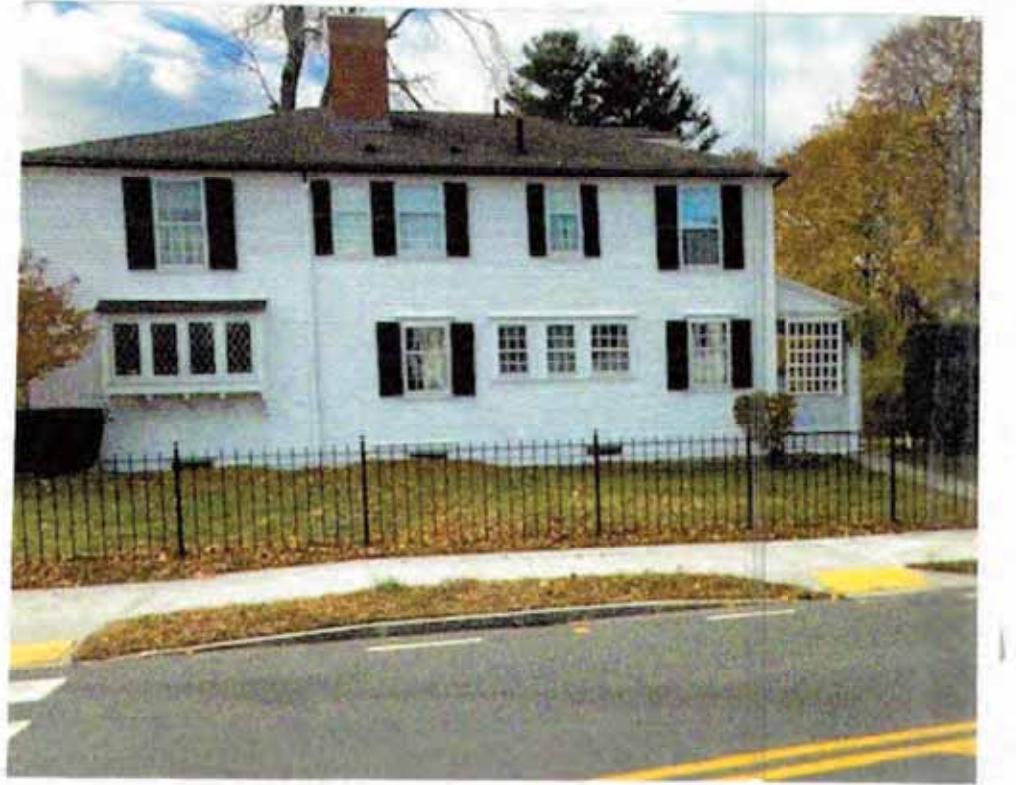
55 WATERTOWN STREET APT 451 | LEXINGTON, MA 02421

781-910-7364; robertwadams76@gmail.com

781-910-7364; robertwadams6@gmail.com
NOVEMBER 17, 2025; REV. DECEMBER 2,

NOVEMBER 17, 2025: REV. DECEMBER 9

EX. FENCE @ HARRINGTON/BEDFORD

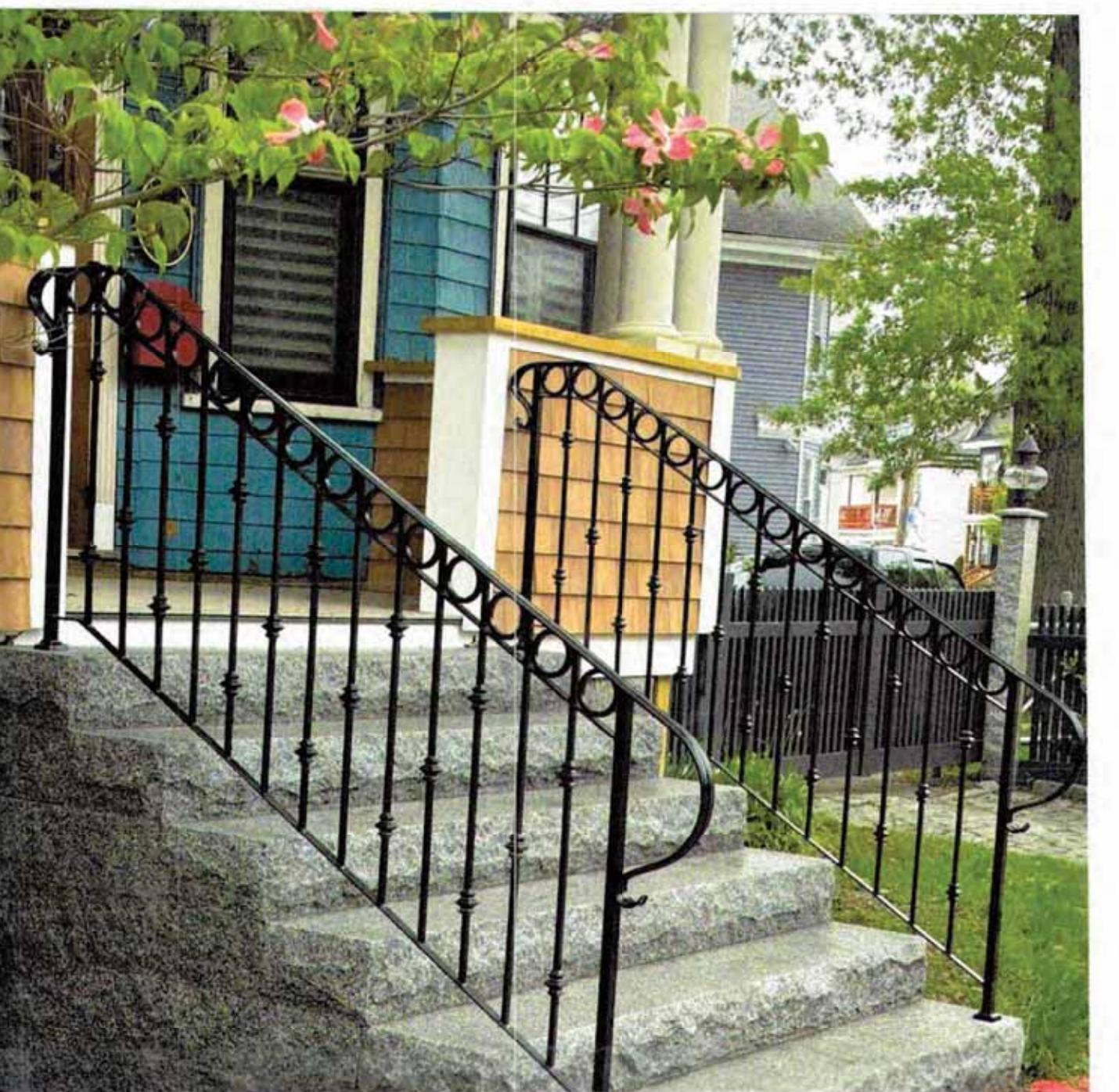


EX. FENCE @ FOLLEN CHURCH PARKING

PREFERRED FENCE: FOLLEN CHURCH MODEL, 42" HIGH, WITH FORGED GLOBES ON BALUSTERS FOR EXTRA DEFINITION. FENCE EXTENDS BETWEEN 8" X 8" GRANITE POSTS (WITH PYRAMID TOP). INTERMEDIATE POSTS TO BE STEEL 3" X 3" WITH PYRAMID TOP TO MIMIC GRANITE BALUSTERS. ALL PAINTED GUN METAL GRAY.



FENCING ALTERNATIVES



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FENCING TYPES

A-7

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NOVEMBER 17, 2025: REV. DECEMBER 9



BANNER BRACKETS FOR MAST



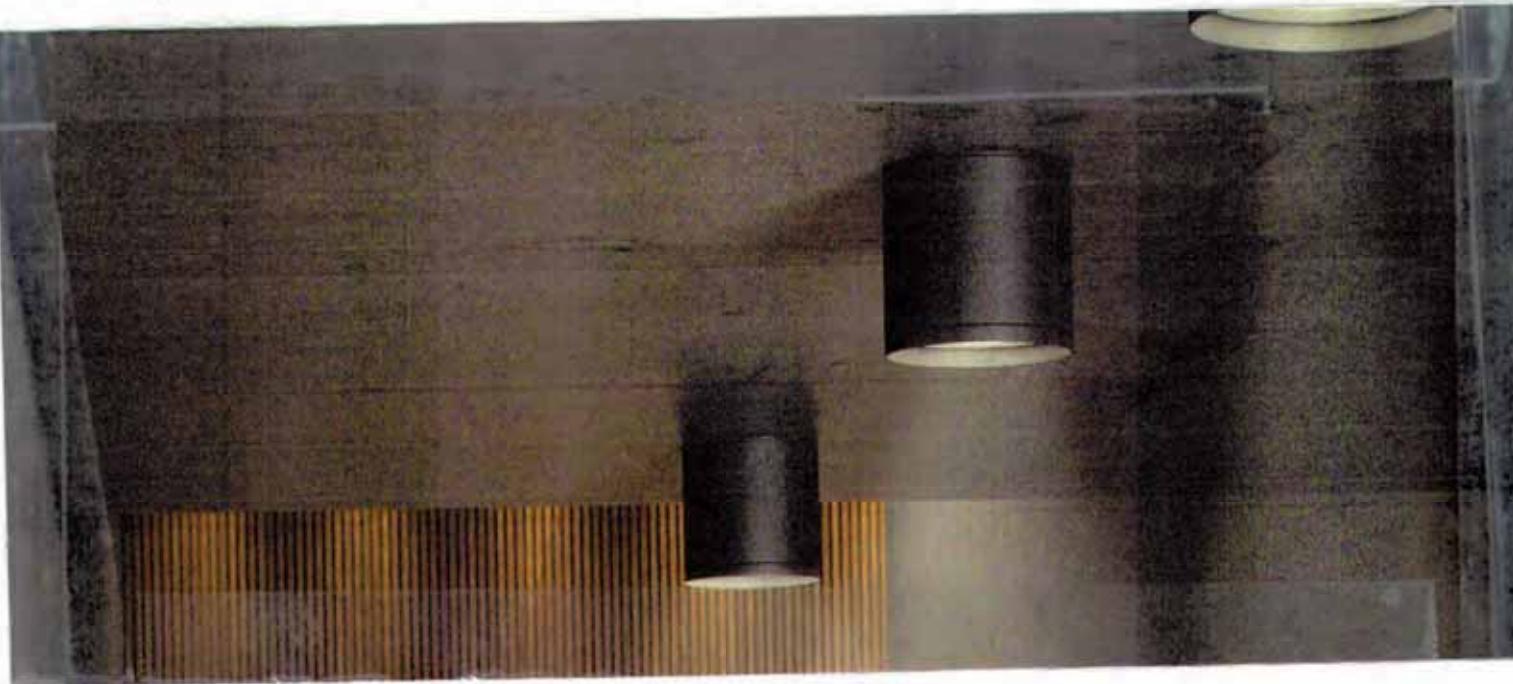
Bottom Tensioning Single Trapeze Banner Bracket Set - Post Mount

Bottom Tensioning Single Trapeze Banner Bracket Set - Post Mount Details:

Suggested Banner Width	Banner Arm	Top and Bottom Arms	Mounting Clamps
18"	1.5" dia x 24" (+2" ball finial)	2" dia x 32" (+3" ball finial)	3"- 6" Round,Square, Hexagon
24"	1.5" dia x 30" (+2" ball finial)	2" dia x 38" (+3" ball finial)	3"- 6" Round,Square, Hexagon
36"	1.5" dia x 30" (+2" ball finial)	2" dia x 50" (+3" ball finial)	3"- 6" Round,Square, Hexagon



DOWNLIGHT AT PYLON TREE



Protection class IP 65 · Ballproof
BEGA Thermal Management®
Cast aluminium
BEGA Unidure® coating technology
Safety glass
Reflector surface made of pure aluminium
Optical silicone lens · BEGA Ultradark Optics®
Luminaires with asymmetrical light distribution: BEGA Constant Optics®
BEGA NeoGlass®
For luminaires with zoom optics, half beam angles between 13° and 53° can be set by simply moving the optical lens unit.
On/off or DALI-controllable power supply units
20-year availability guarantee for replacement parts and LED modules

graphite x 3000 K x

✓ Symmetrical narrow beam light distribution

	LED	PSU	B	A	B
24 399 K3	9.2 W	917 lm on/off	17°	100	115
24 400 K3	9.1 W	1177 lm DALI	20°	130	135
24 401 K3	19.3 W	2208 lm DALI	20°	130	135
24 402 K3	13.2 W	1557 lm DALI	14°	150	150
24 422 K3	27.0 W	2860 lm DALI	14°	150	150

POSSIBLE 8-10' HIGH BUSH



Dogwood 'Red Twig'

\$39.99

A vibrant shrub with red stems, white flowers, and colorful foliage. Perfect for erosion control, wildlife habitat, and winter landscaping.

Size



RADIAL PAVING PATTERN

LEXINGTON STREETSCAPE PAVER



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HARDSCAPE/LANDSCAPE

ROBERT W. ADAMS AIA
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NOVEMBER 17, 2025. REV. DECEMBER 9

A-8



EX. DOORS

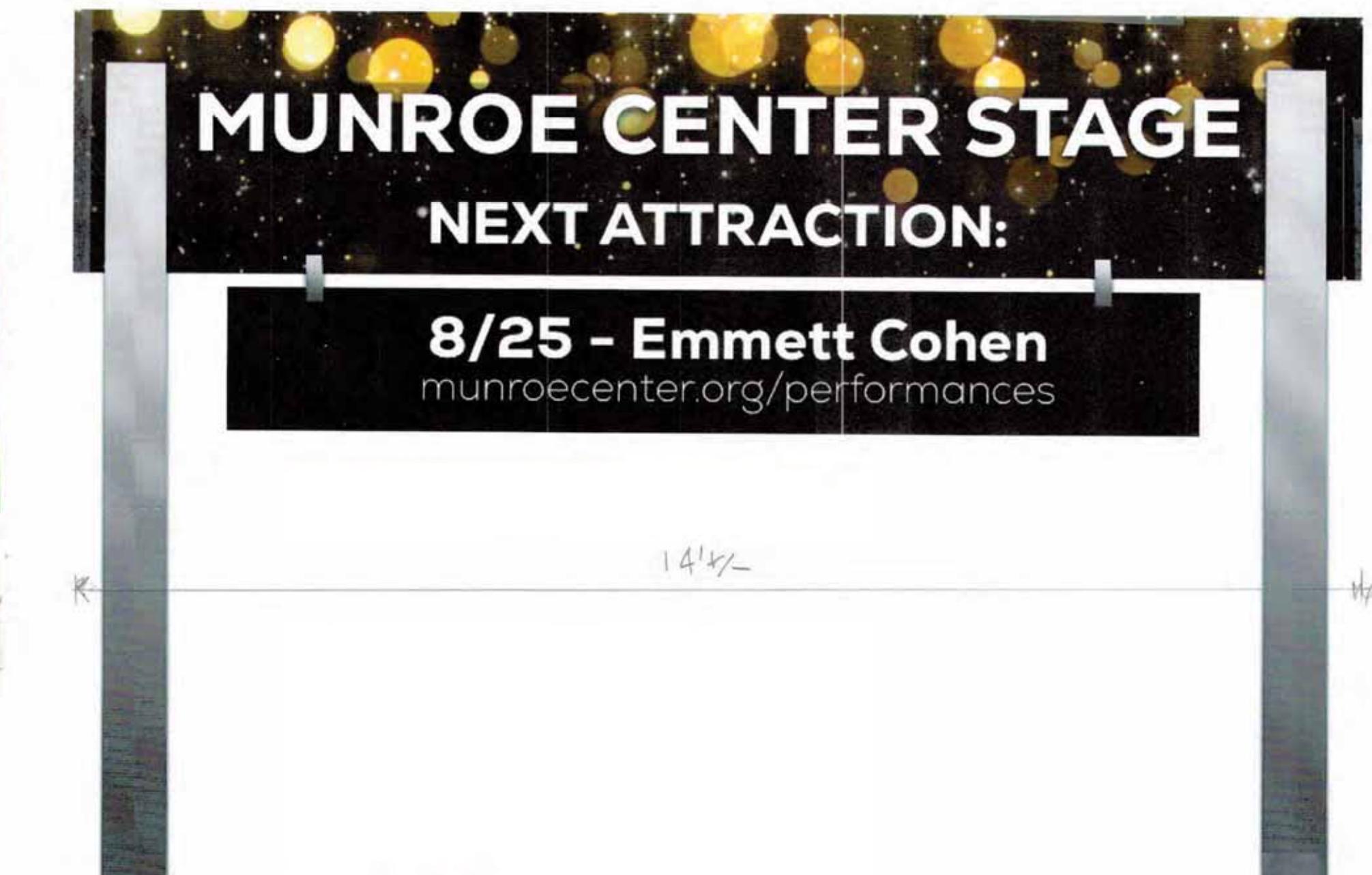


NEW FRONT DOORS W/BLUESTONE PAVING, NEW LIGHT

NEW DOORS, MODELED AFTER EXISTING SIDE EXIT DOORS, RETAIN MASSIVE WOOD SILL, RECONDITIONED. STAIRS AND LANDING TO RECEIVE 1 1/2" BLUESTONE. METAL HALIDE LUIMINAIRE TO BE REPLACED WITH STRIP LED WASH OF ENTIRE PORTAL. HARDWARE NEW, TO REPLICATE ORIGINAL EXIT HARDWARE (BRASS FINISH). PAINT (RED) SAME AS EXISTING. PIPE HANDRAILS TO CODE, PAINTED GUN METAL GRAY.



DIRECTIONAL SIGN AT DRIVE ENTRY



EVENT PAVILION SIGN

MUNROE CENTER FOR THE ARTS/MUNROE CENTER STAGE
1403 MASSACHUSETTS AVENUE, LEXINGTON, MA 02420

SIGNAGE; NEW FRONT DOORS

A-9

ROBERT W. ADAMS AIA
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781-910-7364; robertwadams76@gmail.com
DECEMBER 9, 2025

ENTRY STEPS AND FRONT DOORS

- To be improved with 1 1/2" bluestone slabs as part of building/accessibility project.
- Handrails part of the base project will be raised/installed 1 1/2" higher
- New front doors of more appropriate design; new entry light.

BOLLARDS AND FENCING:

- Retain existing 12" x 12" bollards at driveway.
- At east sidewalk entrance, add two 8" x 8" bollards
- At west sidewalk entrance, add two 8" x 8" bollards.
- Add one 8" bollard at property line
- Sidewalks 5' wide.
- All bollards at sidewalks to have street number in 3" font "1403"
- All bollards same height (8" less than at drive entry, same granite, same finish, shaped pyramid top
- Fence along Massachusetts Avenue, between bollards, to be custom wrought iron, 42" high, powder coated. 3" x 3" posts to be at 6-7' centers, evenly spaced
- At sidewalk entries, single wrought iron gate to match running fence. Gate, to be latched in open position to 3" X 3" post, to match Mass Ave fence detailing. Gate to be fully secured when closed (during Summer Camp).
- Under wrought iron fence, 12" wide rip rap granite
- A single display mast, for banners advertising events; steel pole 10-12' high.

CONCRETE:

- Walkways to be 5" 4,000 PSI, with chopped fiberglass reinforcing, broom finish.
- Seven pylon bases to be 2' x 3' x 4'-6" 4,000 psi, with 6 - 3/4" galvanized anchor bolts and plates. (3/4")
- Base under center pole 2' x 2' x 4'-6".
- Stage to be 6" 4,000 psi with dropped edges 18"; height stage 15" above walkway.
- Form HC ramp west side; 1 1/2" galvanized pipe handrail, painted, cored into slab, to match handrails at stairs.
- Stage finish smooth troweled; HC ramp broom finish.
- Coordinate electric feeds in slab to center post and each stanchion.

COURT/SEATING PAVING:

- Radial seating area to be radial brick laid asphalt setting bed.
- Coordinate electric/low voltage feeds to center pole, and perimeter pylons.

PROPOSED PAVILION TENT, LOCATED IN FRONT YARD OF MUNROE CENTER FOR THE ARTS

This is to be a seasonal event tent (no sides) of approximately 3,000 sf, erected late May, removed and stored for the winter in mid-October. It is supported by seven fixed steel stanchions and one center mast; there is no direct physical connection to the building. The perimeter pylons remain fixed and could be used for holiday lighting. It will seat up to 150 people on folding armchairs. It will be used for Munroe Summer Camp activities, and a slate of 2-3 public events each week during the 18-20 week season ((40-50 events possible). Event types may include: small musical offerings, chamber music, choral groups, dance presentations (both schools at Munroe have expressed interest), community social gatherings, short staged plays, magic and puppet shows, and films.

This is conceptualized as a new revenue generator, as well as raising community awareness and outreach. Munroe social events will probably not raise revenue; all other events will require appropriate charges.

An event manager will be hired to manage all aspects of the operation: booking, fees, setup, breakdown, managing volunteers, conducting customer satisfaction reviews.

The seating area utilize the same brick that was used for the recently completed Lexington Center Streetscape project.

Existing vegetation (except for the major tree on the west side boundary) is to be removed. The only planting contemplated is a row of columnar shrubs/dwarf trees, such as red twig dogwood.

DESIGN/CONSTRUCTION NOTES:

DEMO:

- All sidewalks in front up to east and west building faces
- All vegetation in front, with exception of major tree to west, which does need a low limb removed
- Ad hoc PVC drainpipe from roof leader; whole arrangement to be reworked once sidewalk is removed

PAVILION TENT:

- 3,500 square foot tent structure, fabricated of stretch fabric, fire resistant. This will be procured by MCA. Tent team to install in mid-May and take down in mid-October, and store for the winter.
- Seven fixed pylons: 3 @ 11' high, 2 @ 19' high, 2 @ 14' high, designed by project structural engineer.
- Center mast 24-26' high, provided by tent team.

FIT UP FOR PAVILION TENT:

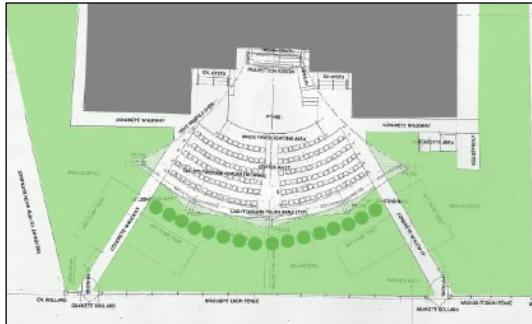
1. TENSIONED SCREEN BRACKETED OFF BUILDING
2. 160 FOLDING COMFORTABLE CHAIRS
3. 30-35 2' X 3' COCKTAIL TABLES FOR POP'S FORMAT
4. STORAGE/GEAR CONTAINERS SET TO ARLINGTON SIDE
5. SOUND SYSTEM
6. POWER TO STAGE
7. POWER TO CONTROL POINT FOR EVENT MANAGEMENT
8. POWER TO PERMANENT PYLONS FOR OFF SEASON LIGHTING
9. MAST MOUNTED STAGE LIGHTING BAR AND 8 - 1000W POTS
10. POWER TO CENTER MAST
11. SPEAKER CONDUIT TO PERIMETER PYLONS
12. STOOLS/CHAIRS FOR PERFORMERS
13. INDOOR/OUTDOOR CARPET FOR STAGE
14. PORTABLE DANCE FLOOR FOR STAGE
15. PROJECTOR (OUTSIDE/UNDERTENT FOR THE SEASON

MUNROE CENTER FOR THE ARTS/MUNROE CENTER STAGE
1403 MASSACHUSETTS AVENUE, LEXINGTON, MA 02420

CONSTRUCTION NOTES

A-10

ROBERT W. ADAMS AIA
55 WATERTOWN STREET, APT 451; LEXINGTON, MA 02421
781-910-7364; robertwadams76@gmail.com
DECEMBER 9, 2025



Informal review of parking - January 2026

NEEDS: 75 spaces
AVAILABLE 75 spaces

ASSUMPTIONS:

1. Events will not happen concurrently with classes.
2. Events will be ticketed at a max of seating for 150.
3. Attendees will average 2 people per car, at least 5% (8 people) will be walking as events will be scheduled during the summer months.
4. MCA parking lot has 43 spaces, 32 (or more) are available along Mass. Ave. within a 5 minute or less walk.

OPPORTUNITIES TO EXPLORE:

1. Continued relationship with the Community of Christ church to use parking there during non-church hours for staff and performer parking.
2. Possible permeable pavement to be investigated in back lawn for event-only parking
3. Professional parking study



AGENDA ITEM SUMMARY

LEXINGTON SELECT BOARD MEETING

AGENDA ITEM TITLE:

SELECT BOARD WORK SESSION - Discussion: Lex250 Funds

PRESENTER:

Board Discussion

ITEM NUMBER:

I.4

SUMMARY:

The purpose of this agenda item is for the Select Board to provide direction on the allocation of the remaining unencumbered Lex250 funds. Attached for the Board's review is a memorandum from Town Manager Steve Bartha outlining recommended options for the use of these funds, with a focus on meeting the Town's defined operational responsibilities in support of Patriots' Day Weekend 2026 activities.

Additionally attached is a memorandum from the Town Celebrations Committee requesting that the Town allocate up to Fifty Thousand Dollars (\$50,000) from the Lex250 Fund to establish a contract with a professional event planner to support Patriots' Weekend 2026. Also attached is a memorandum from the Semiquincentennial Commission outlining its proposed allocation of the remaining Lex250 funds.

Also to note, the Department of Public Works has secured a \$10,000 MIIA safety grant toward the purchase of barricades and is seeking approximately \$4,000 from the Lex250 Fund to cover the remaining cost. The barricades would become a Town-owned asset; grant funds must be expended in FY26, and there is an anticipated 10–12 week lead time for delivery following ordering.

Clear direction from the Select Board at this meeting will enable staff and committees to proceed in a timely manner with procurement and planning efforts.

SUGGESTED MOTION:

FOLLOW-UP:

DATE AND APPROXIMATE TIME ON AGENDA:

1/12/2026 7:25pm

ATTACHMENTS:

Description	Type
❑ Memo to Select Board - Use of Lex250 Funds	Cover Memo
❑ TCC Request for Event Planner - Patriots Day 2026	Cover Memo
❑ Lex250 Commission budget proposal memo	Backup Material



Town of Lexington

Town Manager's Office



Steve Bartha, Town Manager
Kelly Axtell, Deputy Town Manager

Tel: (781) 698-4540
Fax: (781) 861-2921

MEMORANDUM

To: Select Board
From: Steve Bartha, Town Manager *Steve Bartha*
Date: January 8, 2026
Subject: Use of Remaining Lex250 Funds – Patriots' Day 2026 (Saturday, April 18, 2026)

EXECUTIVE SUMMARY

Decision Requested

Approve a single, consolidated authorization to use the **remaining unencumbered Lex250 balance (estimated \$280,000–\$288,000)** for **defined Patriots' Day 2026 municipal needs** and authorize staff to proceed immediately with procurement and contracting.

Why Action Is Needed Now

- The Select Board has already voted to hold Patriots' Day 2026 on **Saturday, April 18, 2026** and staff is planning for 75% of last year's historic crowd to attend the weekend's events, which for a second consecutive year will materially affect staffing, logistics, and vendor requirements.
- Several critical services (audio/visual, event management, transportation, barricades) require **formal procurement with long lead times**.
- DPW has secured **\$10,000 in MIIA grant funding** to purchase barricades (avoiding the need to rent barricades) that must be used in **FY26**, with a **10–12-week lead time** for delivery.
- Leaving Lex250 funds uncommitted risks delaying procurement and increasing costs.

Staff Recommendation (Estimated based on prior year pricing & available funds)

Category	Amount
Municipal overtime & internal operations	\$160,000
Audio / Visual (base: one screen)	\$60,000
Golf carts / mobility	\$10,000
Portable sanitation	\$10,000
Barricades (local share, net of grant)	\$4,000
Event management & Comms Support	\$25,000
Transportation	\$19,000
Total *	~ \$288,000

* gaps in funding will be absorbed in operating budget and reported out to Select Board

This framework prioritizes defined, essential needs, supports timely procurement, and preserves only limited, operational flexibility consistent with the Lex250 Commission's charge.

DETAILS

I. Purpose

This memorandum recommends a clear and time-sensitive course of action for the use of the remaining unencumbered Lex250 funds, focused on meeting the Town's defined operational responsibilities for **Patriots' Day 2026**, while avoiding open-ended or undefined commitments.

II. Background

A. Patriots' Day 2026 Date Decision

On **October 6, 2025**, the Select Board voted unanimously to hold the Town's Patriots' Day 2026 events on **Saturday, April 18, 2026**, rather than on the statutory holiday Monday. That decision directly affects public safety staffing, transportation, crowd management, and vendor availability, and therefore drives both scope and cost assumptions – especially given the expectation that historically large crowds will attend for the second consecutive year, given the national semiquincentennial in July 2026.

B. Lex250 Commission Charge and Appropriation

- Town Meeting appropriated **\$500,000** to support the semiquincentennial, including event support, equipment, planning, and related municipal costs, coordinated by the Lex250 Commission **with Select Board approval**.
- The Lex250 Commission's charge extends through **completion of planned activities in 2026** and contemplates coordination of logistics such as transportation, communications, and staffing support.

The recommendation below aligns Lex250 funds with **clearly defined, time-limited municipal needs**.

III. Current Financial Status

Finance has advised that the **remaining unencumbered Lex250 balance** is approximately **\$280,000–\$288,000**. This range is used for planning and authorization purposes.

IV. Staff Recommendation

Staff recommend that the Select Board **commit the remaining Lex250 balance now to fund defined Patriots' Day 2026 needs**—with the expectation that gaps in funding to cover these essential needs will be absorbed in the operating budget and reported back to the Select Board by staff—and authorize staff to proceed with procurement.

A. Recommended Scope / Estimated Expense

1. Municipal Overtime & Internal Operations – \$160,000

Overtime and internal Town costs required to plan and execute Patriots' Day 2026 operations, including Police, Fire, DPW, and supporting municipal functions.

2. Audio/Visual Production & Support – \$60,000 (Base Scope)

Base scope assumes **one screen at the Visitors Center**, three-camera minimum production, and necessary audio support. **Priced add-alternates** will be requested for a second screen and other optional elements.

3. Golf Carts / Mobility Support – \$10,000

Operational mobility support for logistics, safety, and coordination. (Pine Meadows is open for golf this weekend, which is why those carts are unavailable.)

4. Portable Sanitation – \$10,000

Portable restrooms and related public health requirements.

5. Barricades (Purchase) – \$4,000 (Local Share)

DPW secured a **\$10,000 safety grant**; the remaining cost (~\$3,860) will be funded by Lex250. Barricades will be **Town-owned assets**. Grant funds must be used in FY26, and the purchase has a **10–12-week lead time**. Note, these barricades represent a portion of the total required.

6. Event Management & Communications Support – \$25,000

Limited-duration professional event management support focused on Town Patriots' Day events, including day-of operations and press/media logistics.

7. Transportation – Remaining Balance; estimated at \$19,000.

All remaining Lex250 funds after the above allocations will be reserved for transportation, shuttle operations, parking/lot staffing, and related logistics. This line is intentionally flexible due to dependency on final routing, parade units, and bid pricing; meeting basic transportation needs for the weekend may require Operating Budget support.

V. Vendor Scope Direction (for Procurement)

To support timely and competitive procurement, staff will issue RFIs/RFPs with **clear base scopes and priced add alternates**:

- **A/V:** Base scope = one screen; add alternates for second screen and optional Tower Park audio.
- **Event Management & Communications Support:** 6–8-week ramp-up; reenactment and parade support; press area management; day of press logistics.
- **Transportation:** No VIP buses assumed; paid attendants required if shuttle lots are used; scope finalized with Police/DPW input.

VI. External Funding

- **Barricade Grant (Secured):** \$10,000 safety grant reduces Town cost and must be used in FY26.
- **America250 (Pending):** \$50,000 request submitted for jumbotrons. If awarded, this funding would offset Lex250 A/V costs or allow optional enhancements without increasing total spending.

VII. Recommended Motion

Move to approve the commitment of the remaining unencumbered Lex250 balance (estimated \$280,000–\$288,000) for Patriots' Day 2026 municipal operations associated with the reenactment and parade on Saturday, April 18, 2026, as outlined in the Town Manager's January 7, 2026 memorandum; and to authorize the Town Manager to proceed with procurement and contracting consistent with those scopes and limits.

MEMORANDUM

To: Select Board

From: Town Celebrations Committee

Date: December 26, 2025

Re: Suggested Request for Proposal for Event Planner

Patriots' Day 2026 Weekend

OVERVIEW: As of this date, the Town Celebrations Committee has hosted two stakeholder meetings. TCC's scope is limited to the Awards Ceremony, the Reenactment bleachers, and the Parade. The town-wide celebration of Patriots' Weekend in April 2026 is currently under the auspices of the Select Board with no designated or official manager or overseer. The stakeholders, including TCC, look forward to events between Friday, April 17, 2026 through Tuesday, April 21, 2026. Each event will be spearheaded by dedicated, experienced leaders. Each town department head and staff member is aware of their respective roles and is enthusiastically engaged. Town officials, local media, and merchants fully support this effort. However, we are missing a single, overall leader.

Leadership is required to manage the weekend of events at a high level.

OVERVIEW: The Town requires the services of a professional event manager to coordinate all of the stakeholders and events in cooperation with the Town Celebrations Committee as leaders of the Reenactment bleachers and Parade. As we learned during the 250th celebration in 2025, a great event planner can make the difference between success and chaos. Therefore, Town Celebrations Committee recommends that the Town allocate up to Fifty Thousand (\$50,000) Dollars to establish a contract with a professional event planner for Patriots' Weekend 2026 no later than January 31, 2026. The event planner would be responsible for:

- Weekend Event Oversight and management of stakeholders at all levels
- Media credentialing, management, and communicating information to the media
- Establishing criteria for bleacher seating at the reenactment
- Coordination with AV Production Contractor
- Townwide transportation
 - Arrange for satellite parking lots
 - Subcontract for buses

- Hire parking lot attendants
- Ensure that parking, bus, road closures, and other transportation information is provided to the town communications coordinator for display on websites and other sources.
- Security coordination with Lexington Police and Fire Departments
- Parade step off, transit and ending with safe distribution of all units

PROPOSED SCOPE OF SERVICES on behalf of the Town of Lexington (“Client”):

- 1) Consult and advise the Client on the 251st Anniversary of the Battle of Lexington and the commemorative events planned on 4/17/2026-4/21/2026 (“Events”), including:
 - a) Awards Ceremony
 - b) Paul Revere Ride
 - c) Reenactment of the Battle of Lexington
 - d) Road Race
 - e) USS Lexington Ceremony
 - f) Tower Park Reenactment
 - g) Commemorative Parade
 - h) Bicentennial Band Concert
 - i) DAR Wreath Ceremony
 - j) Paul Revere Arrival on Monday
 - k) Naturalization Ceremony
- 2) Collaborate with Town and Committee Staff in all phases of pre-planning and execution, including brainstorming event strategy, site diagrams, recommending best practices, ticketing, contributing creative perspective, and sustaining overall guidance and advice towards successful event execution;
- 3) Participate in planning conference calls, scouting trips, and any other pre-event activities as needed and agreed to by the Client;
- 4) Proactively provide to the Client, to review and approve, an action plan, timelines, schedules, progress tracking, and all details of the overall Events plan;
- 5) Advise and consult on the overall experience for attendees, including VVIPs;
- 6) Liaise and consult with a designated network/media partner on the impact and needs for events produced for TV and streaming;

- 7) Manage the Media area at the Reenactment to ensure smooth check-in, satellite truck parking, and live TV setup; coordinate speaking engagements and performance elements for the events;
- 8) Collaborate with the Client to develop and implement a comprehensive parking and transportation plan to ensure attendees can park and access the event venues seamlessly. Coordinate with local officials, transportation providers, and stakeholders to manage traffic flow, parking availability, shuttle services, and signage.
- 9) -Collaborate with Town Celebrations Committee to ensure a successful step-off and parade ending. Provide personnel to keep the parade moving on pace and conclude safely.
- 10) Coordinate with the Economic Development Office
- 11) Attend and aid with troubleshooting as needed and otherwise liaise with or oversee all vendors and independent contractors engaged by Consultant or Client as needed to ensure that the Events are conducted in a professional manner on Patriots Day
- 12) Conduct weekly check-ins (minimally) with Client to review status of Events planning, action items, logistics, etc., and provide updates to Lex250 on status of the same, as requested by Client.
- 13) Attend and or assign a designee to be on site during all events and hours for setup and breakdown.

IN ADDITION, the Town will require separate sourcing of:

- 1. Audio Video Support:** Jumbotron and camera set up and broadcast management.
- 2. Transportation:** Shuttle Buses and parking lot attendants.

We request expedited review and approval of this proposal so we can identify qualified vendors and start to work with them as soon as possible. This will help us present a meaningful weekend full of events to a large audience with a great experience. Thank you for your consideration.

TOWN CELEBRATIONS COMMITTEE

David Grabel, Co-Chair

December 26, 2025

MEMORANDUM

To: Select Board; Town Manager

From: Lexington Semiquincentennial Commission (Lex250)

Date: January 8, 2026

Re: Proposed Allocation of Remaining Lex250 Funds to Fulfill the Commission's Charge

I. Background and Reliance on Available Fund Balance

In August 2025, the Lex250 Commission was informed that the Commission had approximately \$280,000–\$288,000 remaining in its account. Relying on that representation, the Commission proceeded in good faith to develop concepts and potential programming for 2026 that would advance the core purposes of the Lex250 charge.

The Commission first received information regarding possible encumbrances on those funds in mid-November 2025, after planning discussions were already underway. The proposals outlined below reflect what we believe is responsible forward planning consistent with the Semiquincentennial Commission Charge.

II. The Lex250 Charge: Inclusivity, Representation, and “Difficult Stories”

The Revised Charge of the Semiquincentennial Commission (Nov. 27, 2023) is explicit that the work of Lex250 is not limited to ceremonial commemoration, but must reflect the full, living history of Lexington and engage the entire community.

Key charge concepts include:

- Coordinate, promote, and support activities and events that commemorate the 250th anniversary in ways that reflect Lexington's history, values, and community significance.
- Ensure that commemorative activities promote broad community engagement, including opportunities for diverse voices and perspectives.
- Encourage programming that reflects a living, evolving community, not solely historic reenactment.
- Following the completion of all planned activities in 2026

III. Promises Made to Town Meeting, Donors and the Public

When the Commission appeared before Town Meeting in 2022 and 2024, it explicitly committed to:

- Leaning into difficult and complex histories
- Broadening representation beyond traditional narratives
- Highlighting communities historically underrepresented in Lexington's public history
- Telling the story of a living, breathing Lexington, not a static one

Donations have focused on providing events and inclusive experiences.

IV. Historical Context: How Lex250 Funds Have Been Spent to Date

To date, the Town has spent over \$1.5 million on Lex250-related activities, of which approximately \$150,000 was donor-funded.

Total Lex250 Expenditures to Date: \$1,517,278.94

A review of those expenditures shows that the overwhelming majority of funds were allocated to:

- Public safety, logistics, and infrastructure
- Large-scale Patriots' Day operations
- Traditional commemorative programming

By contrast, many of the most community-focused and inclusive initiatives were donor-funded, including:

- Drone Show
- Picnic in the Park
- VO250 awards
- 1775 Witness House project
- Calendar, Arch, and other interpretive or community-facing elements

In addition to these specific initiatives, general donations totalling approximately \$15,000 were also made to the Lex250 effort.

A small fraction of Town-appropriated funding to date has been used to explicitly highlight diversity, underrepresented histories, or inclusive community storytelling.

We need ask ourselves::

Are we fully executing the charge if the programming is not fully funded?

V. Proposed Programming for 2026

The Commission is therefore proposing a modest, targeted allocation of remaining funds to ensure that Lex250 fulfills its legal and moral mandate.

Essential Programming and Expenses

Purpose	Amount
Donor Recognition	\$2,500
Giveaways / Brand Continuity	\$1,000
Marketing (via Economic Development)	\$8,750
Misc. Event Expenses & Supplies	\$5,000
BIPOC Historian	\$10,000
Lexington's History Through Food Festival	\$2,500
Love NOW Concert (Cary Hall fee waiver)	\$500
MLK Week of Service	\$1,000
VO250 Lighting, Event, and Awards	\$5,000
Picnic/Concert (Antony Park) final celebration	\$10,000
Total Essential Allocation	\$46,250

Total Essential Allocation: \$46,250

VI. Small Investment in Sustainable Economic Development

The continued celebration allows the Town to take advantage of a one-time opportunity for which visitors of the world are focused on the 250th. The Town will need valuable revenue from non-Lexington taxpayers to cover our expenses going forward. The small investment being requested will help the Town grow revenues in the visitors-based economy for years to come. Now is the time to seize this opportunity.

Using the August 2025 balance of \$280,000–\$288,000:

- \$46,250 = approximately 16.1%–16.5% of available funds
- ~84% of funds remain unallocated

In broader context:

- \$46,250 represents ~3% of total Lex250 spending to date
- This is the first intentional use of Town-appropriated funds to spotlight:
 - Inclusive history
 - Community partnerships
 - Difficult and underrepresented stories

VII. Optional / Flagship Items

The Commission has separately discussed the optional initiative of a Commemorative Book (~\$40,000) highlighting the diversity and evolution of Lexington, with potential cost recovery over time.

This is presented only as an optional enhancement, consistent with past practice where similar items were donor-funded.

VIII. Conclusion

The Commission is not proposing new obligations, expanded scope, or increased spending. Rather, it is seeking to:

- Faithfully execute the charge given by the Select Board
- Ensure that Lex250 funds are spent to maximize the celebration while laying the seeds for visitors from around the world that “Make History in Lexington” applies in April, and importantly, year-round.
- Allocate a small, responsible percentage of remaining funds to ensure that the story of Lexington reflects a commitment to inclusivity and a willingness to acknowledge difficult histories.

In short, this proposal asks: whether Lex250 should now do what it promised to do through July of 2026? People and organizations donated time and money, our legislators advocated for additional resources, and funds from the taxpayers of Lexington and beyond were expended. Everyone came together to celebrate our shared heritage through July 2026. This request will allow us to honor that collective investment.

Reference Items

<https://www.lexingtonma.gov/DocumentCenter/View/10489/Semiquincentennial-Commission-LEX250-Revised-Charge-2023-11-27?bidId=>

Total LEX250 Expenses		
Antony	\$	23,683
Art - Flags	\$	595
Art - Horses	\$	28,926
Art - Monument	\$	62,220
Audio/Visual	\$	102,341
Electronic Sign Board	\$	61,950
EMS - Ambulance Strike Team	\$	10,800
Event - Awards	\$	2,293
Event - Drone Show	\$	90,500
Event - Ken Burns	\$	450
Event - Parker's Prelude	\$	6,564
Event - Picnic	\$	2,500
Event - VIP Lunch	\$	8,202
Event - 1775 Witness Banner	\$	2,534
Event Management (Conventions)	\$	65,467
Flagpole - Painting	\$	19,900
Golf Carts - Purchase	\$	21,053
Golf Carts - Rental	\$	10,060
IMA	\$	35,963
Legal	\$	9,243
Lighting	\$	19,950
Marketing	\$	23,613
Misc Exp & Supplies	\$	9,024
Overtime	\$	311,251
Parking Attendants	\$	9,935
Pat's Day Meals	\$	11,159
Penny Press	\$	7,784
Port-A-Potties	\$	10,195
PR_Communications (JGPR)	\$	56,247
Public Facilities Supplies	\$	9,097
Radios- Public Safety	\$	110,354
Security - Private Detail	\$	8,761
Staging	\$	2,995
Tables Chairs	\$	30,711
Tent	\$	2,129
Tour Guide Costumes	\$	59,873
Traffic (barricades/cones)	\$	49,784
Transportation (shuttle busses)	\$	115,000
Trash Cans	\$	4,681
Unified Command (MM Tech)	\$	3,548
VC Merchandise	\$	81,096
Website	\$	14,850
Grand Total	\$	1,517,279