



**Town of Arlington
Office of the Town Manager**

**Adam W. Chapdelaine
Town Manager**

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MEMORANDUM

DATE: February 11, 2021

TO: Board Members

SUBJECT: Appointment to the Arlington Redevelopment Board

This memo is to request the Board's approval of my appointment of Melisa Tintocalis, Arlington, MA, as a member on the Arlington Redevelopment Board, with a term expiration date of 01/31/2023.

A handwritten signature in blue ink, reading "Adam W. Chapdelaine".

Town Manager

Melisa Tintocalis

* Arlington, MA 02476 *

www.linkedin.com/in/melisa-tintocalis * mtintocalis@gmail.com

Melisa is a public administration professional with 15 years of progressively responsible experience in local government with a concentration in planning and economic development. As an experienced project manager, she specializes in complex public policy initiatives that require creative problem solving and consensus building.

Melisa is recognized for her people skills and her enthusiastic team-oriented approach.

She has a proven track record of effectively managing staff and believes in getting results through a collaborative approach.

Melisa is passionate about smart growth, promoting meaningful social connections and facilitating civic engagement - these are the guiding principles of her work.

--- Relevant Career Achievements ---

- Developed relationships with property owners and business leaders to start new initiatives such as a pilot shuttle service, land use changes, an approved TIF agreement, and place-making events – all contributing to reduced vacancy and new investment in Lexington's largest commercial district
- Responsible for the expansion of Lexington's Economic Development Office to include tourism operations and programs intended to spur the local visitor-based economy and enhancing the \$1.3M in hotel and meals annual tax revenue
- Led Lexington's Center Parking Management & Implementation Plan and an interdepartmental team to bring new meter technology and demand-based pricing to the Town
- Implemented Somerville's first citywide land use inventory study (nearly 3,000 parcels); and managed a team of staff and volunteers to kick-off the city's Comprehensive Plan effort
- Spearheaded Massachusetts's first public "parklet" to enliven the main retail corridor
- Initiated San Diego's policy-changing study regarding parking requirements & affordable housing

Town of Burlington, MA

Economic Development Director, 2020-present

- Responsible for structuring the Town's first economic development division. Responsible for personnel, budget, and web/social media presence and operational oversight of clerical staff
- Point of contact for developers, officials, state agencies, and staff on economic development issues
- Project manager of a high-level development negotiations and complex public process to identify zoning and incentives for smart growth and suburban retrofitting

Town of Lexington, MA

Economic Development Director, 2012-2020

- Project manager for public policy, real estate, and economic development initiatives as identified by the Board of Selectmen and Town Manager
- Key point of contact for developers, officials, state agencies, and staff on economic development issues
- Responsible for personnel, budget, and operational oversight for three direct reports and a seasonal staff of approximately 30 people
- Project manager of a complex public process to identify zoning and incentives for new commercial investment in the Hartwell business district
- Responsible for the growth of the economic development office from one full time position to three full time positions and seasonal team of 30, mostly offset by program revenue from the

- Lexington Visitors Center retail operations and tourism trolley program
- Led an interdepartmental effort to improve parking management resulting in a revised permit system, new meters, and demand-based pricing
- Implemented the use of Mindmixer, Twitter, and other social media to improve transparency and public outreach
- Spearheaded Massachusetts's first public "parklet" which converted vehicle parking into new public space in Lexington Center
- Advanced the approval of two local Tax Increment Financing agreements for UniQue and VistaPrint

City of Somerville, MA

Principal Economic Development Planner, 2008-2012

- Managed complex planning projects, including the Master Plan for Inner Belt and Brickbottom Districts, and the City's Municipal Facilities Master Plan
- Responsible for city-initiated real estate projects, including project feasibility analysis, tracking budgets, negotiating with property owners, and reviewing plans
- Interim Project Manager for Assembly Square, a public-private partnership that includes a 60-acre mixed-use redevelopment project
- Planned, organized and implemented the first citywide land use survey to understand existing land use patterns and develop future land use designations
- Guided the development of a District Increment Financing budget and revenue projections
- Assist senior staff with program budget and managed junior planning staff

City of San Diego, CA

Program Manager/Associate Planner, 2005-2008

- Responsible for \$3 million budget and six contracted personnel
- Reviewed land use and development projects; researched and prepared ordinances and policies; regularly presented on planning and parking issues at public hearings and community meetings
- Spearheaded a study to develop new parking regulations for affordable housing projects
- Developed and analyzed citywide transportation and parking policy to improve on-street parking management and improve the public's perception of parking systems
- Collaborated with the Mayor, senior staff, elected officials, and community stakeholders to implement innovative parking policies
- Site-review planner for the College Area, city land adjacent to San Diego State University
- Wrote staff reports, resolutions, and ordinances; ensured financial compliance; and conducted public presentations and workshops

Rosenow Spevacek Group Inc., CA

Senior Analyst, 2004-2005

- Conducted real estate market data and developed real estate proforma and cash flow analysis
- Developed comprehensive economic development and redevelopment plans for public sector clients throughout California
- Produced annexation and incorporation feasibility studies; created budgets
- Created land use summary reports, analyzed project implementation proposals, and formulated strategic plans for redevelopment initiatives
- Conducted field studies and land use analysis for redevelopment designation
- Project manager for a team of three analysts; and served as point of contact for clients

United States Peace Corps, International Development

Caazapa, Paraguay - *Economic Development Specialist*, 1998-2000

Education

University of Michigan -- Master of Urban and Regional Planning

Department of Housing and Urban Development Fellow, 2002-2004

University of San Francisco, San Francisco, CA -- Bachelor of Science in Business

MIT Centre for Real Estate, Professional Development Institute – Public Sector Scholarship, 2010

Certificate of Effective Leadership Development – 10-session course, 2018

Suffolk University Massachusetts Municipal Association - Municipal Finance Management

Seminar Certificate, 2020

OFFICE OF THE SELECT BOARD

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TOWN OF ARLINGTON
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February 4, 2021

Melisa Tintocalis
Arlington, MA 02476

mtintocalis@gmail.com

Re: Appointment: Arlington Redevelopment Board

Dear Ms. Tintocalis:

As a matter of the standard appointment procedure, the Select Board requests that you attend a virtual meeting of the Select Board conducted by remote participation, on Monday, February 22nd at 7:15 p.m.

It is a requirement of the Select Board that you join this virtual meeting. This will give the Board an opportunity to meet and discuss matters with you about the area of activity in which you will be involved.

Information which includes the link to the meeting will be available at the bottom of the Select Board Agenda as well as on the Town Calendar when the meeting is posted Thursday, February 18th by 7:00 p.m.

Please contact this office by e-mail, lcosta@town.arlington.ma.us, if you have any questions.

Thank you.

Very truly yours,
SELECT BOARD

A handwritten signature in cursive script, reading "Marie A. Krepelka".

Marie A. Krepelka
Board Administrator