



Mayor of Providence

David N. Cicilline

December 16, 2008

Honorable Members  
Providence City Council  
City Hall  
Providence, Rhode Island 02903

Dear Honorable Members:

Pursuant to Sections 302(b) and 1008 of the Providence Home Rule Charter of 1980, as amended, I am this day appointing Ms. Sheila Barrett of 2340 Middle Road, East Greenwich, Rhode Island 02818, as the Director of the Department of Inspections and Standards, and respectfully submit the same for your approval.

Sincerely,

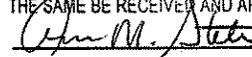
  
David N. Cicilline  
Mayor

DNC: ljp

IN CITY COUNCIL

APR 2 2009

READ  
WHEREUPON IT IS ORDERED THAT  
THE SAME BE RECEIVED AND APPROVED

 CLERK

City of Providence, Rhode Island 02903  
Phone (401) 421-7740 Fax (401) 274-8240

## SHEILA M. BARRETT, P.E.

Energetic, productive, highly ethical, dedicated, problem solving, civil engineer with 30 years experience in public works and municipal engineering seeks senior/ executive level position with a variety of challenges.

### EXPERIENCE

March 1988 – Feb 2008

**DIRECTOR OF PUBLIC WORKS/TOWN ENGINEER**  
Town of Coventry, Rhode Island

Professionally led the administration and operation of an eight-division department with 50 employees and an annual operating budget of \$5.5 million. Planned, improved and maintained all infrastructure for a town of 35,000 in a 64 square mile area with over 200 miles of roads. Developed and executed the annual operating budget and five-year Capital Improvements Program. Supervised Public Works personnel, developed a variety of programs, provided direction and discipline, and worked well with the union to resolve grievances and develop departmental policies. Reported directly to the Town Manager in Council/Manager form of government. In addition:

- Coordinated the implementation of a \$16 million Fast Track Sewer Project involving three communities, a major pharmaceutical firm, the Governor's office and EDC.
- Provided oversight for three contractors working simultaneously to bring a 5 mile pipeline and pumping station into service on time. Served as the Town's sewer department, outlining future projects, and processed all payment requisitions.
- Worked with numerous State and Federal agencies including RIDOT, RIDEM, EPA, and FEMA in the application for and administration of grants for wooden bridges, public education, purchasing of materials, senior center conversion, and water main installation.
- Served at the Executive level of the Town's Emergency Operations Center.
- Maintained bridge inventory and developed annual bridge maintenance program from State inspection reports.
- Provided professional engineering design for all Town projects, design review for all subdivisions and State DOT projects, and site plan review for commercial construction.
- Worked with a consultant to inspect Town facilities and operations to ensure Environmental Compliance under EPA self-audit program.
- Developed an ongoing pavement management program using the Micropaver program, and developed an annual Road Resurfacing Program that lasted 20 years.
- Developed bid documents and technical specifications for all municipal construction projects, service contracts, and all major Public Works purchases.
- Collaborated with RIDEM to implement recommended improvements under State Dam Safety program.

- Served as the primary liaison for the Landfill Closure Group, a committee of 15 PRP's participating in the development of plans to properly close and remediate an old town dump. Worked closely with attorneys, environmental experts, land owners, investigators, and RIDEM. Developed solicitation and selected consultants, reviewed drafts, kept Town officials informed.
- Developed detention basin design standards, subdivision construction standards and details, draft and obtain drainage agreements, review drainage designs and calculations, and met with residents to resolve drainage problems. Administered NFIP through flood map maintenance.
- Served as an advisor to the Planning Commission in reviewing subdivisions.
- Developed construction cost estimates for subdivisions for use in bond establishment and outstanding work cost estimates for bond reduction requests.
- Assisted in the development of the Town's Soil Erosion ordinance and the Coordinated street numbering for E-911. Designed new and replacement ISDS for several Town facilities and implementation thereof.
- Coordinated the asbestos abatement program for all non-educational municipal facilities.
- Reviewed applications to the Zoning Board with respect to engineering and Public Works considerations.
- Coordinated the work of a consultant in the development of a Sewer Facilities Plan Update.
- Reviewed the traffic analysis and studies prepared for various subdivisions and state road improvements. Served on the Town's Traffic Advisory Committee.
- Processed all sewer connection applications and licensed contractor applications. Identified sources of funding for ongoing and future sewer work.
- Updated and revised the Town's ordinance for streets and sidewalks.
- Assisted in the defense in a construction arbitration lawsuit. Reviewed sewer connection plans and applications and maintained connection list to the out-of-town regional facility.
- Attended all Planning Commission meetings, Sewer Subcommittee, Traffic Advisory Committee and every budget meeting.
- Attended most Town Council meetings, and frequent Zoning Board meetings.
- Coordinated the Public Works emergency planning and response for winter storms and hurricanes.
- Administered the development, implementation and expansion of a curbside recycling program, yard waste collection, and transfer station. Coordinated work of contractor operating transfer station and hauling to State landfill. Recommended improvements in sanitation collection to the Town Council and developed means to educate the public.
- Met regularly with insurance inspectors to maintain safety in Town facilities and directed work to meet recommendations.
- Worked with the Town's Finance Director to develop an inventory of Town infrastructure to meet the requirements of GASB 34.
- Developed an Onsite Wastewater Management Plan so that residents will be eligible for low interest loans for emergency repairs.

**March 1982 - March 1998**

**SENIOR ENGINEER** - Environmental and Site Engineering and Planning Department, MAGUIRE GROUP, Inc., Providence, R.I.

Senior Project Engineer for large inter-disciplinary projects. Designed on-site utilities. Modeled and designed water system expansion projects. Served as Project Engineer for several EPA contracted Environmental Impact Statements evaluating wastewater facility proposals. Responsible for field monitoring and sampling for a C.S.O. study.

**June 1979 - March 1982**

**CONSTRUCTION SERVICES ENGINEER**, Chicago Bridge & Iron Company, Houston, TX, Oswego, NY, Philadelphia, PA, Lawrence, MA, Baldwinsville, NY, Greenville, PA.

Designed equipment for field fabrication. Completed two-year Engineering Advancement Training program. Experienced in all manufacturing departments including NDE, template, inspection, plate, welding, and burning. Supervised field construction of tanks, repair of refinery units, and work on a nuclear shield wall and containment liner.

**EDUCATION**

**Master of Public Administration** – Walden University  
May, 2008. Cum 4.0, Sigma Iota Epsilon

**B.S. Degree - Civil & Environmental Engineering**  
1979 - University of Rhode Island

Attended numerous professional training opportunities to include:

- o Media Relations
- o Substance abuse and reasonable suspicion
- o Highway Watch
- o Work zone safety
- o Human resource management
- o Construction management
- o E-Government,
- o Pay-as-you-throw and media relations.

**REGISTRATION**

Registered Professional Engineer, State of Rhode Island, 1983

**OFFICES AND APPOINTMENTS**

Past President - New England Chapter APWA  
Member - New England Chapter Congress 2010 Committee  
Member - University of Rhode Island Civil and Environmental Engineering Advisory Committee

**PROFESSIONAL SOCIETIES**

American Public Works Association  
New England Chapter APWA  
Rhode Island Public Works Association  
National Society of Professional Engineers  
Rhode Island Society of Professional Engineers

Sheila M. Barrett, P.E.  
Acting Director

David N. Cicilline  
Mayor



Kerry A. Anderson  
Building Official

Department of Inspection and Standards  
"Building Pride In Providence"

February 19, 2009

Majority Leader  
Terrence M. Hassett  
c/o City Clerk's Department  
25 Dorrance Street  
Providence, RI 02903

Dear Leader Hassett,

The following individuals are professionals with whom I have been associated and can speak to my ability to satisfy the credentials outlined in the Providence Home Rule Charter for the position of Director of Inspections and Standards.

Michael Annarummo, Director of Public Works and Administration  
City of Woonsocket  
169 Main St, Woonsocket, RI  
401-767-9209

Kent Nichols, Jr.: Vice President and Team Leader  
Weston & Sampson Engineers, Inc.  
5 Centennial Drive  
Peabody MA 01960  
phone 800-726-7766 x2408

Peter Suorsa Principal Surveyor  
Coventry Survey Company  
46 South Main St  
Coventry, RI 02816  
401-823-5028

I look forward to the opportunity to meet with you and members of the City Council, and speak with you further about my experience and your visions for the future of this department.

Sincerely,

  
Sheila M. Barrett