

Donald P. Fiftal
Superintendent of Schools
Phone: (203)-656-7412
Fax: (203)-662-0448
E-mail: DFiftal@darienps.org

Darien Public Schools
Administrative Offices
2 Renshaw Road
P.O. Box 1167
Darien, CT 06820-1167

MEMORANDUM

To: Darien Board of Education

From: Donald P. Fiftal, Superintendent of Schools

Date: November 4, 2008

Subject: Proposed Guidelines for Use of Temporary Generator-Powered Light Poles

Background

The Board of Education has approved the temporary placement of 5 additional portable light poles at the Darien High School Stadium Field. The placement of these units would be for a 2 to 3 week period, to commence when this proposal receives approval from the Planning and Zoning Board. The lights would be removed at the conclusion of the 2008 season for the Darien High School Football Team. The administration has developed the following proposed guidelines to govern the usage of such poles and lights.

Guidelines

Use of Temporary Generator-Powered Light Poles

- 1) This project is considered a pilot initiative which is subject to evaluation and review when it is concluded. Input for the evaluation and review will be requested from the Darien High School Athletic Department, the Darien Public Schools Administration, and neighbors to Darien High School.
- 2) The scheduling of all Darien High School field usage assignments is conducted under the authority of the Director of Athletics who makes the final determination of assignments.
- 3) Delivery, initial set-up, and removal of light units will be conducted by the trained staff of the vendor from whom the lighting units are rented.
- 4) The Director of Athletics and/or the Director of Facilities, Construction and Operations both will be notified in advance of the lights being placed on site in order to coordinate logistics. Lights cannot be placed without their prior approval and only if permission has been granted by the Board of Education, and approved by the Planning and Zoning Board.
- 5) The Director of Athletics and/or Facilities, Construction, and Operations has the authority to order the discontinued use of lights, at any time, should the operation of the lights conflict with any of these guidelines.
- 6) The lights can be set up at the site only after the Darien Planning and Zoning Board has reacted on the matter indicating that the Board of Education may implement this pilot plan. All lighting units must be removed from the site within three days of the season's final game for the DHS football team.
- 7) The lights are for practices only. No game use of lights will be permitted.

- 8) Practices for any team must conclude by 6:15 pm and the lights must be turned off no later than 6:30 pm.
- 9) Lights will only be allowed to be used on the weekdays of Monday through Friday. No weekend use will be permitted.
- 10) Use of the electronic field scoreboard and use of the amplified public address system will not be permitted when the lights are illuminated. Portable music or amplification systems also are not allowed.
- 11) The Director of Athletics and/or Darien High School coaches are responsible for operating lights for DHS practices. The Director of Athletics will be provided with the appropriate number of keys to allow for usage and security control of the lights. Light poles must not be raised higher than twenty (20) feet. The Director of Facilities, Construction, and Operations is responsible for maintenance and refueling of the light pole systems, in coordination with the rental vendor.
- 12) The Director of Facilities, Construction, and Operations bears overall responsibility for this project, including maintenance and fueling of the light pole systems. Fueling cannot take place either on the turf field or the track. It must take place in the parking lot, away from catch basins, and in compliance with accepted environmental protection practices. Each unit must be equipped with a lockable cap on the fuel tank, which must be kept locked at all times except during refueling. Each unit must be equipped with a wheel lock, which must be kept locked at all times, when not in transport.
- 13) The Director of Athletics and/or the Director of Facilities, Construction, and Operations will monitor any moving or relocation of the units.