



**CONNECTICUT
INTERLOCAL
RISK
MANAGEMENT
AGENCY**

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April 30, 2008

Mr. James D'Agostino
Insurance Agent
Beardsley, Brown & Bassett
850 Main Street
Bridgeport, CT 06604

RECEIVED

SUPERINTENDENT OF SCHOOLS

Re: Darien Board of Education Lighting Recommendations

Dear Mr. D'Agostino:

On April 10, 2008, I spoke to John Boulton, Chairman of the Darien Board of Education. He was seeking some guidance on a community group that would like to donate funding for lighting at a field/stadium that the Board of Education uses for student sports.

The community group wants the lights to assist with games that go into the evening. The lights would be installed, maintained, repaired, and broken equipment replaced, under a contract with a 25-year service period written into the contract. The donating community group is also providing funding for low-level walkway lights to be installed. The Board of Education is currently in the zoning and planning process to secure the appropriate permits.

I offered the following recommendations to Mr. Boulton regarding the question of liability:

1. Ensure that the wattage of light is appropriate for school sports and student activities (the vendor should be able to assist with this.)
2. Ensure that there is indemnification language and hold harmless language contained in the service contract to hold the Board of Education harmless and naming the Board of Education as an additional insured on the policy.
3. Obtain the proper permits for the lighting structures to be installed.
4. Conduct regular assessments of the equipment and notify the contracted vendor for service as outlined within the scope of the contract. Follow up to service requests to ensure issues are completed in a reasonable time frame.

All Connecticut Interlocal Risk Management Agency (CIRMA) inspections and recommendations are purely advisory and intended to assist our members in risk control and safety procedures. The implementation of recommendations made by CIRMA is the sole responsibility of the member. Observations and recommendations of CIRMA are based on practices and conditions observed and information made available to us at the time of our visit, and do not imply or guarantee full compliance with Local, State or Federal regulations that may be applicable to such practices and conditions. These inspections, reports and recommendations do not signify or imply that other hazards do not exist. CIRMA is a service program of the Connecticut Conference of Municipalities.

Mr. James D'Agostino
April 30, 2008
Page 2

I look forward to supporting the risk management goals and objectives of the Town of Darien and the Darien Board of Education. If you have any questions about any issues discussed during my conversation with Mr. Boulton, or if I can be of any assistance, please do not hesitate to contact me directly at 203.535.3774, or via email at jbarbera@ccm-ct.org.

Regards,



Joey Barbera
Senior Risk Control Consultant
CIRMA Risk Management Services

- c: Hon. Evonne M. Klein, First Selectwoman
John Boulton, Chairman Board of Education
Marion Chamberlain, CIRMA Underwriting
✓ Donald P. Fiftal, Superintendent of Schools
Richard Huot, School Business Manager
Ellen Parker, CIRMA Underwriting