

Fairfield Hills Campus Events - When to Contact Town of Newtown Department

All Star Transportation	Rich Dufour	203-304-9778	rich.dufour@all-startransportation.com
<input type="checkbox"/> setting up shuttle service if needed			
Borough	James Gaston	203-426-2500	okjt@aol.com
<input type="checkbox"/> hanging promotional banner across railroad bridge on Queen Street			
Building Department	John Poeltl Mary Pendergast	203-270-4260 203-270-4196	john.poeltl@newtown-ct.gov Mary.Pendergast@newtown-ct.gov
<input type="checkbox"/> permits for generator use			
<input type="checkbox"/> permits for tents bigger than 900 sq. ft			
<input type="checkbox"/> set up inspection of stages, scaffolds, tents during business hour			
Fairfield Hills	Kim Chiappetta	203-270-4271	kimberly.chiappetta@newtown-ct.gov
<input type="checkbox"/> Certificate of Insurance requirements			
<input type="checkbox"/> any changes to event details, layout			
<input type="checkbox"/> additional event questions			
Health Department	Suzette LeBlanc	203-270-4189	suzette.leblanc@newtown-ct.gov
<input type="checkbox"/> permits for serving food other than prepackaged foods (must be approved at least two weeks prior to the event)			
<input type="checkbox"/> questions regarding port-a-potties			
<input type="checkbox"/> number, placement of trash receptacles / frequency of disposal (large or multiday events)			
<input type="checkbox"/> questions regarding handwashing station			
Horse Guard	James Marrinan	203-448-6106 (cell)	
<input type="checkbox"/> overflow parking			
Land Use	Steve Maguire	203-270-4352	steve.maguire@newtown-ct.gov
<input type="checkbox"/> questions regarding approved uses on campus			
<input type="checkbox"/> approval for promotional signage within the borough			
<input type="checkbox"/> questions regarding promotional signage for event (outside borough)			
Parking <i>(no fee for parking)</i>	Reed Intermediate School	Mandi Posena	203-270-4576 posenoa@newtown.k12.ct.us
<input type="checkbox"/> permission for parking or shuttle location			
<input type="checkbox"/> use of parking lot lights if needed			
	Newtown High School	Ms. Jean Milano	203-426-7647 Request a building use form.
<input type="checkbox"/> permission for parking or shuttle location			
<input type="checkbox"/> use of parking lot lights if needed			
	Newtown Middle School	Sue Zimmerman	203-426-7642 Zimmermans@newtown.k12.ct.us
<input type="checkbox"/> permission for parking or shuttle location			
<input type="checkbox"/> use of parking lot lights if needed			

Parks and Recreation	Roseann Reggiano	203-270-4373	roseann.reggiano@newtown-ct.gov
<input type="checkbox"/> Use of trail - unlock gates for access			
Public Works	Arlene Miles	203-270-4301	arlene.miles@newtown-ct.gov
<input type="checkbox"/> miscellaneous - note: weekend work will incur an additional charge			
Newtown Fire Marshal	Rich Frampton	203-270-4370	richard.frampton@newtown-ct.gov
<input type="checkbox"/> cooking under tents			
<input type="checkbox"/> blocking / closing any roads			
<input type="checkbox"/> using tents - tent certificates must match the tag on the tent			
<input type="checkbox"/> inspection of any tent larger than 1,200 square feet			
Newtown Police Department	Sgt. Chapman	203-426-4235	william.chapman@newtown-ct.gov
<input type="checkbox"/> determine if police presence is required (required for all races and large or nighttime event)			
<input type="checkbox"/> Cost and scheduling	Jobs 4 Blue	877-425-8330	
Newtown Youth Academy	Maggie Conway	203-426-0088 (main #)	mconway@nyasportsfitness.com
<input type="checkbox"/> for use of NYA facilities / parking			
First Selectman's Office	Sue Marcinek	203-270-4203	susan.marcinek@newtown-ct.gov
<input type="checkbox"/> for amplification permit			
Recycling Bins	Available at Housatonic Resources Recovery Authority (HRRR - Brookfield)	203-775-4539	
Helpful Tools	Mapmyrun.com		