

**SCOTCH PLAINS-FANWOOD
SHARED SERVICES STUDY**

**MONTHLY PROGRESS REPORT
AUGUST, 2009**

August 5, 2009----The Study Team met with the Finance, Tax Collection, and Assessment staff in both communities most of the day.

August 6, 2009----The Study Team met with the Construction Code and Planning and Zoning officials for a full day observing operations and interviewing staff in these offices.

August 11, 2009----The Study Team met with Public Works and interviewed both Public Works Directors, toured the facilities in both towns, and observed operations.

August 13, 2009----Meeting of the Scotch Plains-Fanwood Shared Services Study Committee to discuss progress to date and to plan future activities.

August 17, 2009----The Study Team met with both the Fanwood and Scotch Plains Recreation Directors and toured all of the recreation facilities.

August 19, 2009----The Study Team attended a Municipal Court Session in Scotch Plains and held brief meetings with the Judge and Court Administrator.

August 19, 2009----The Study Team met with representatives of the Fanwood Rescue Squad and toured the facilities.

In addition to the specific on site activities mentioned above, each Study Teams spent significant time conducting research, analyzing data and reviewing the background information for both communities.