

**SCOTCH PLAINS-FANWOOD
SHARED SERVICES STUDY
MONTHLY PROGRESS REPORT
NOVEMBER, 2009**

November 4, 2009----The Study Team visited all three fire stations in Fanwood and Scotch Plains, collected information, and reviewed the facilities and equipment.

November 4, 2009----The Study Team interviewed the Scotch Plains Township Manager, Municipal Clerk and Staff and reviewed previously submitted information.

November 10, 2009---- Scotch Plains-Fanwood Shared Services Study Committee meeting to review progress since the last meeting, and discussed future activities leading to the draft and final reports. The Committee also finalized the format for the Second Public Forum to be held on the evening of November 11.

The Shared Services Study Committee met with the Directors of the Fanwood and Scotch Plains libraries, even though the issue of library shared services is not a part of this Shared Services Study.

November 11, 2009----The second Shared Services Public Forum was held at Park Middle School. Approximately thirty (30) people attended in addition to the Committee. The Forum was taped for presentation on the local cable channel. Mayor's Nancy Malool and Colleen Marh opened the meeting and Mr. Mason facilitated the discussion outlining the format of the final reports as well as the types of research and analysis the citizens could expect. The Committee responded to questions from the public.

November 12, 2009----The Study Committee met with the two Public Works Directors from Scotch Plains and Fanwood. They reviewed information and discussed issues.

November 12, 2009----The Study Team met with the two Construction Officials from Scotch Plains and Fanwood and reviewed information and operations pertaining to their functions.

November 12, 2009----The Study Team conducted a telephone interview with the Tax Assessor who serves in that capacity for both Fanwood and Scotch Plains. Information and issues pertaining to the two municipalities were reviewed.

November 25, 2009----The Study Team met with and interviewed the Fanwood Zoning Officer, collected information, and discussed the Fanwood Zoning Officer's operation and responsibilities.