

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

October 1, 2009----Fire Study kickoff meeting conducted with the Fire Chiefs from both Scotch Plains and Fanwood and the Assistant Chief from Fanwood. Afterward, there were continuing discussions about the two departments and their operations.

October 6, 2009----The Facilities Study Team met individually with the Scotch Plains and Fanwood Public Works Directors. The Team reviewed the facilities in the towns and discussed various issues.

October 8, 2009---- Meeting of the Shared Services Study Committee to discuss progress of the study, the Public Forum to be held on the evening of November 11 at 7 PM, and the September Progress Report. The August Progress Report was approved for inclusion on the Shared Services web site. The next meeting was scheduled for October 29 at 8:30 AM in the Scotch Plains Municipal Building.

October 29, 2009---- Meeting of the Shared Services Study Committee to review progress of the study and to make final arrangements for the Public Forum in November.

October 29 and 30, 2009----Plans are being made for the Government Administration Study Team to meet independently with the Scotch Plains Manager and the Fanwood Clerk /Administrator. Individual interviews will also be held with the two municipal clerks.

Most of the work during the month of October was completed off site. Financial and other statistical analyses were incorporated by the individual Study Teams into the work they were doing. The first phases of the reports were initiated, incorporating general and specific information about each study area. There was significant activity by the Study Teams above as well as the **Police, Municipal Court, Finance and Tax Collection and Assessment, Construction Code, Public Works, Recreation, Facilities, Fire, Ambulance, Zoning and Planning Study Teams.**

During the month of November, two meetings are already scheduled. The first is the Shared Services Study Committee meeting on November 10 to review progress. The second is the Public Forum scheduled for the evening of November 11 at Park Middle School.

The Public Works Study Team plans to spend at least ten (10) total hours on site in the two communities as part of their work.