

**Town of Henderson  
12105 Town Barn Rd.  
Henderson, NY 13650  
Special Town Board Meeting  
June 12, 2024 7:00PM**

1. Pledge
2. Project Management reports
3. Develop options and decision tree
4. Board & Public Comments

And any other business that might come before the Town Board!!

## SEWER PROJECT PERIODIC REPORTS

Include the financial report and schedule with the monthly meeting minutes to serve as a means of communication to the residents.

-Monthly financial variance report

- Determine level of detail for line items to be reported

- Money transfer between line items require X level of approval

-Project Schedule- Dates and Man-hrs

- Include administrative, engineering, and construction activities

- Include Milestone dates

  - including Grant milestones

- include logic tied prerequisites

- visually present the timeline utilizing a project management software. Provide view of current timeline vs original timeline.

-List of Actions items with due dates & owner

- include technical issues needing to be resolved and record of disposition