To all Board, Committee and Department Heads:

Thank you to those that attended the BCD January 25th meeting. We reviewed the Governance Project goals, progress on the June meeting actions and introduced a Project Plan Process. The goal is to standardize project work process guidelines as well as enhance BCD coordination, communication and public engagement.

Please share the slides with your Board, Committee or Department found on the Town website under Governance Project ([Governance Project | Manchester-by-the-Sea, MA](https://www.manchester.ma.us/790/Governance-Project)). In addition, you will find the Project Plan Process model, updates on BCD Training opportunities, Task Force guidelines, BCD Groupings, Town Event timeline and a digital Meeting Handbook (Hard copy available at Town Administrator’s office).

Most importantly, I would be happy to meet with any BCD or project team to review and kick off a Project Planning Process. Please contact Debbie Powers if you are interested or have any questions.

We thank you for all you do!