

Comprehensive Plan Work Plan & Timeline

Estimated Timeframe	Actions	Notes & Comments	Responsible Party
July & August 2018	Create timeline and work plan outline	Planning Board create work plan, goal timeline, submit request to Board of Selectmen	Town Planner & Planning Board
September 2018 – August 2019	Regular item on Planning Board Meeting Agenda for Planning Board to respond to comments, review progress updates, give feedback, invite Steering Committee members in to discuss	Will schedule on regular PB agendas, times and meetings set based on current agenda items	Town Planner & Planning Board
September 2018	Advertise, search, and outreach for Steering Committee Members	Press releases, Facebook, twitter, website updates – Comp. Plan page, search on homepage, search for Steering Committee members, notify organizations, all boards, committees, and commissions, Westwood Wire, Community Connection newsletter	Outreach assistance from Planning Board and staff.
Saturday, September 29, 2018, Westwood Day	Booth looking for Steering Committee Members & contact info for notifications	Have webpage ready for Comp. Plan updates and general info with stay informed email list	Planning Board, staff, any other interested volunteers
November 2018 Appointments at first November Board of Selectmen Meeting (October 15 meeting if applications received)	Review resumes, statements of interest, and writing samples from potential Steering Committee Members. Identify residents with particular interest and expertise in fields of transportation, housing, land use, etc.	Select the two most qualified applicants as Steering Committee members for each plan element	Board of Selectmen to appoint Steering Committee members.
November - December 2018	Update existing plan data such as demographics and existing conditions. Update/notes on which goals have been completed, no longer relevant, and ones that are outstanding.	Staff will prepare and work with Steering Committee members to provide data to committee.	Town Planner with other relative staff such as Town Clerk, Housing Agent, Conservation Agent, Building Commissioner etc.
Mid. November 2018	First Steering Committee Meeting: Official Kick Off!	First meeting of Steering Committee to kick off plan update. Review draft updates prepared by Staff. Compose	Town Planner to organize, & coordinate. Exact date to be determined recommend survey open December – January.

		Comprehensive Plan Survey	
Mid. November – Mid. February 2019	Solicit more input on specific elements and subject specific sections by holding open houses, early “office hours” prior to PB meetings, focus groups, activities or workshops at various times, on different days	To be led and managed by steering committee members. For example, meet with various board, committees, agencies on each subject area	Individual Steering Committee members, staff, Planning Board to help guide as liaisons.
December 2018 – January 2019	Comprehensive Plan Survey	Questions created by Steering Committee	Town Planner to manage
February 2019	Town-wide Visioning Session	Date, time, location TBD. Have snow back update	Hosted by Steering Committee, facilitated by Outside Consultant
March 2019	Steering Committee Meet to review draft of all goals, strategies, findings. Prepare for bringing forward to Planning Board. This could be a Public Open House series for residents to review and provide feedback.	Form and timing to be decided by steering committee. May have one big meeting.	Meeting of the full Steering Committee, hosted by. Could take form of open house series type event, informal for public review and input
March – June 2019	Steering Committee presentations at Planning Board meetings, review, post, publicize draft goals and objectives, Solicit Input. Meetings will take place on Tuesday evenings and will be televised. These will be the primary public input sessions.	The purpose if for wide public input on goals and objectives. Televised event. Invite public feedback and input.	Steering Committee members with assistance from Town Planner
June 2019	Compile goals and objectives for all sections, integrate full report		Steering Committee with assistance from Town Planner
July 2019	Steering Committee review full draft & Planning Board complete review and final edits on draft Plan		Steering Committee with assistance from Town Planner
August 2019	Present full draft document to Planning Board, Circulate report for edits to all, residents, various groups, organizations, boards & committees for final comments. Obtain letters of support		Steering Committee with assistance from Town Planner
September 2019	Adoption by Planning Board, submit to Board of Selectmen for review, then to Town Meeting for endorsement		Planning Board

September – November 2019	Prepare for Town Meeting Endorsement, possible public information session		Planning Board, Steering Committee, Town Planner
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