

## IMPLEMENTATION

The following Implementation Table summarizes the over 230 implementing actions of the various Plan elements. Listed is a summary of each action from each Plan element, the suggested lead agency to implement the action, and the time period when the action is expected to be initiated. The primary purpose of the table is to provide an easy reference list and a sense of the timing to be used by Town staff, boards, and the responsible entities. This may be used as an annual guide to document progress in implementing the Plan. After reviewing and adopting this Plan, the Planning Board agreed to review the status and execution of these implementing actions, beginning each May and continuing through the summer months as needed depending on timing and workflow.

The columns of the Implementation Table are as follows:

<b>Action</b>	The identifying number of each implementing action from each element.
<b>Action Summary</b>	A brief description of the implementing action.
<b>Lead Agency</b>	The suggested Town department, board, or committee that should take responsibility for implementing the action, listed in order of responsibility.
<b>Ongoing</b>	The action is already in progress and/or should be done on a regular basis.
<b>Short Term</b>	Expected to be initiated within two years.
<b>Mid Term</b>	Expected to be initiated within three to five years.
<b>Long Term</b>	Expected to be initiated after five years.
<b>High Priority</b>	A major area of concern that needs implementation as soon as possible.

The challenge of addressing this demanding agenda inevitably falls most heavily on the Select Board and Planning Board and the Planning Division, but others also are called upon to do a great deal. Keeping up with the schedule will call for careful priority setting and coordination among the responsible groups.

To assure sound implementation of this broad agenda, ongoing coordination and direction will be needed. Westwood has a strong tradition of Town organizations working closely together, and now has the staff and organizational structure to make that effort work.

This list of actions reflects not only the judgement of the Comprehensive Plan Steering Committee and the Planning Board, but also the concurrence of the many organizations who reviewed and made suggestions on this Plan. Gaining that concurrence took some time but was worth pursuing. The Plan represents the collective intentions of the boards, agencies, and officials involved, as well as the broad array of citizens who participated.

The responsibility for Plan adoption lies with the Planning Board. The intention is that the Board will annually review the Implementation Table to help guide efforts over the forthcoming year. The Board will also provide each agency with a convenient format to update its progress, and to explain any departures from the implementation schedule. After the current coronavirus pandemic is stabilized the Town and Board will review and evaluate any necessary changes and re-examine priorities as needed.

Regularly plan to set aside time and resources for updates are of critical importance and are recommended for every seven to ten years. An update generally takes two years to complete, therefore, this Plan recommends beginning the update process no later than seven years from adoption or 2027. As noted in the introduction, this plan was finalized during a period of extraordinary disruption and uncertainty about future conditions due to the COVID-19 pandemic. If certain changes brought about by the pandemic become long-term trends, it is possible that the Planning Board will want to revisit some of these measures in a couple years within a shorter timeframe.

COMPREHENSIVE PLAN IMPLEMENTATION TABLE									
Action	Action Summary	Lead Agency	Ongoing	Short Term	Mid Term	Long Term	High Priority	2024 Updates	Future Recommendations
<b>Natural &amp; Cultural Resources</b>									
NC9	Explore creating incentives for historic property preservation (potential Historic Preservation Fund).	Historical Commission, Economic Development, Planning Staff				X		Due to recent resignations, the Historical Commission is currently short on members. The Historical Commission met 9 times in 2022, 5 times in 2022 and 3 times in 2023, and 0 times in 2024. It has made no progress to date on this implementation action.	The first priority is the identification and appointment of new Historic Commission members. If interested, a newly reconstituted Historical Commission could decide if it wished to sponsor a Town Meeting warrant article to create a Historic Preservation Fund.
NC11	Zoning relief or other incentives to preserve historic resources.	Historical Commission, Planning Board			X			In 2013, Section 8.1 of the Zoning Bylaw was amended to provide greater flexibility for the conversion of single-family dwellings constructed prior to December 31, 2038, to two-family dwellings. These amendments were intended to increase the likelihood that older, potentially historic homes would be reused rather than demolished and replaced.	Evaluate the effectiveness of Section 8.1 and research examples of additional local incentives to preserve historic resources.
NC17	Historic plaque program.	Historical Commission			X			The Historical Commission occasionally receives inquiries from owners of historic properties who are looking to order plaques for their properties. The Historic Plaque Program was previously run by the Westwood Historical Society. This program has not been active for many years.	The Historical Commission could encourage representatives of the Westwood Historical Society to consider the potential for resurgence of this program.
NC18	Perform survey for National Historic Register listing.	Historical Commission				X		No direct action taken to date.	The Historical Commission could work with interested property owners to file applications for National Historic Register listing of various individual properties.
NC21	Evaluate effectiveness of the Historic Structures Demolition bylaw.	Historical Commission, Select Board		X				In past years, the Historical Commission has discussed sponsoring a Town Meeting warrant article for amendments to the Historic Structures Demolition Bylaw on several occasions over the past four years, but the WHC has never requested the Select Board's inclusion of an article on any Town Meeting Warrant.	Prior to the drafting of any article to strengthen the Historic Structures Demolition Bylaw, the Historical Commission must demonstrate its ability to administer that law. Due to a scarcity of meetings, and delay in responding to applications, a number of filings made pursuant to this bylaw have received constructive approval, resulting in the demolition of potentially architecturally or historically significant properties without any required documentation.
NC28	Develop promotional material to promote trails & historic sites.	Conservation, Recreation, Historical Commission, IT Department			X			No direct action taken to date.	Draft promotional materials for review by the Historical Commission and the Conservation Commission prior to publication.

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NC33	Promote use of Fisher School	Historical Commission		X				The Fisher School is owned and operated by the Westwood Historical Society, rather than the Westwood Historical Commission. It is used for various programs run by the Westwood Historical Society, including the Third Grade Immersion Program that is held in coordination with the School Department. The Historical Commission is also invited to hold in-person meetings in this building.	No additional recommended actions.
<b>Community Facilities</b>									
CF21	Implement electronic permitting for all departments.	Town Administrator, All Depts.	X					This implementation strategy was fully completed in 2019.	No additional recommended actions.
CF24	Devote staff to website updates and communications.	Town Administrator, All Depts.			X			The DCED Administrative Assistant works with the Chair of the Historical Commission to update the website, as needed.	No additional recommended actions.
<b>Open Space &amp; Recreation</b>									
CC3	Partner with Westwood Land Trust, Conservation Commission, Historical Commission to protect natural features and historic buildings.	Conservation, Historical Commission, Land Trust, Planning Staff			X		X	No direct action taken to date.	Conservation Commission members, Historical Commission members, Land Trust members, and Planning Board members could meet jointly to brainstorm about potential strategies and programs for the protection of historic sites and buildings.
CC6	Educate the community on the benefits of the CPA.	Select Board, Finance, Housing Partnership, Conservation, Recreation, Historical Commission			X			The Historical Commission has discussed sponsoring a Town Meeting warrant article for adoption of the CPA on several occasions over the past four years, but the WHC has never requested the Select Board's inclusion of an article on any Town Meeting Warrant.	The Finance Department could take the lead in analyzing the potential implications of adopting the CPA.

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<b>Sustainability &amp; Resiliency</b>									
S2	Consider climate change in all Town decisions.	Town Administrator, Select Board, All Departments	X				X	The Historical Commission draws its primary authority from the Historic Structures Demolition Bylaw, which affords little discretion for decisions to address issues related to climate change. The last decision issued by the Historical Commission pursuant to the Historic Structures Demotion Bylaw dates to February 2023.	Historical Commission members could engage with the Town Planner in the finalization of goals for the Climate Action Resiliency and Sustainability Plan to ensure that historically significant properties are appropriately addressed in that plan.