

**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:

- Action** The identifying number of each implementing action from each element.
- Action Summary** A brief description of the implementing action.
- Lead Agency** The suggested Town department, board, or committee that should take responsibility for implementing the action, listed in order of responsibility.
- Ongoing** The action is already in progress and/or should be done on a regular basis.
- Short Term** Expected to be initiated within two years.
- Mid Term** Expected to be initiated within three to five years.
- Long Term** Expected to be initiated after five years.
- High Priority** 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 |
| Land Use                                |                |             |         |            |          |           |               |              |                        |

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| Action                                  | Action Summary  | Lead Agency  | Ongoing | Short Term | Mid Term | Long Term | High Priority | 2024 Updates  | Future Recommendations   |
| L1                                      | Foster community gathering places, walking paths, bike paths, trails, shuttle services. | Select Board, Planning Staff, Conservation, Recreation |         | X          |          |           |               | The Recreation Dept Manages, Maintains and Schedules: <ul style="list-style-type: none"> <li>• Fields</li> <li>• Morrison Basketball Court</li> <li>• Playgrounds (School St, Tot Lot &amp; June St</li> <li>• Tennis Courts</li> <li>• Pool</li> </ul>                 | The Recreation Dept recommends that we move to ongoing   |
| <b>Town Centers</b>                     |   |  |         |            |          |           |               |   |  |
| TC4                                     | Community cohesion with events and activities.  | Economic Development, Recreation                       |         | X          |          |           |               | The Recreation Dept Plans, Schedules, Executes: <ul style="list-style-type: none"> <li>• Westwood Day</li> <li>• NYE Fireworks</li> <li>• Fishing Derby</li> <li>• Firefighters Foam</li> </ul>   | The Recreation Dept recommends that we move to ongoing   |
| <b>Natural &amp; Cultural Resources</b> |   |  |         |            |          |           |               |   |  |
| NC12                                    | Partner with University Station for events and activities.                              | Economic Development, Recreation                       |         | X          |          |           |               | The Recreation Dept Plans works with University Station as a sponsor for Westwood Day.  | The Recreation Dept recommends that we move to ongoing   |
| NC22                                    | Explore funding opportunities for historic preservation and cultural enhancements.      | Economic Development, Planning Staff, Recreation       |         |            |          | X         |               | The Recreation Dept Plans fundraises for: <ul style="list-style-type: none"> <li>• Westwood Day</li> <li>• New Year's Eve Fireworks</li> </ul> The Recreation Dept Plans worked with Foundation for Westwood Education to fund pilot programs for inclusive programming | The Recreation Dept recommends that we move to ongoing   |
| NC24                                    | Consider developing master calendar listing of events & activities.                     | Town Administrator, Economic Development, Recreation   |         | X          |          |           |               | No Action   | Should the Town develop a master calendar listing of events and activities, the Recreation Department would be happy to collaborate on planning and to contribute in a regular and ongoing way to such a master calendar |

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| NC25                                    | Explore opportunities for pocket parks and parklets.                           | Economic Development, Select Board, Public Works, Recreation     |         | X          |          |           |               | No Action  | The Recreation Dept is open to recommendations as to how Recreation can assist with this item.  |
| NC26                                    | Continue to utilize Westwood Community trails program.                         | Recreation, Public Works, Ped./Bike Com.                         |         | X          |          |           |               | No Action  | The Recreation Dept is open to recommendations as to how Recreation can assist with this item.  |
| NC28                                    | Develop promotional material to promote trails & historic sites.               | Conservation, Recreation, Historical Commission, IT Department   |         |            | X        |           |               | No Action  | Recreation would be pleased to join any municipal team that is working on the development of promotional materials for local trails. While the Recreation department does not manage trails within Westwood, we could certainly assist in distributing and making available any future promotional materials for local trails (e.g., trail maps) at our Recreation office, in our quarterly brochure and on our website |
| NC29                                    | Improve opportunities for use at Neponset River.                               | Conservation, Recreation, Public Works                           |         |            |          | X         |               | No Action  | The Recreation Dept is open to recommendations as to how Recreation can assist with this item.  |
| Community Facilities                    |  |  |         |            |          |           |               |  |   |
| CF6                                     | Optimize space for Islington branch library and multi-purpose gathering space. | Library Board of Trustees, Recreation Commission, Planning Staff | X       |            |          |           | X             | The Recreation Department runs dozens of programs at Wentworth Hall each season. The shared nature of this space presents challenges for scheduling.       | Develop and/or build a dedicated Recreation Center to meet the needs of recreation programming in the community. (See CF12)   |
| CF12                                    | Evaluate feasibility of multi-purpose indoor recreation community facility.    | Recreation Commission, Select Board                              |         | X          |          |           |               | Before any funding request is submitted, land for a potential facility must be identified. Ongoing facilities study could potentially identify a location. |   |

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| CF21                                    | Implement electronic permitting for all departments.  | Town Administrator, All Depts.  | X       |            |          |           |               | <ul style="list-style-type: none"> <li>99% of all Recreation program registrations are performed on line.</li> <li>Field Permits are available on line however they are currently completed manually.</li> </ul> |  |
| CF24                                    | Devote staff to website updates and communications.   | Town Administrator, All Depts.  |         |            | X        |           |               | The Recreation Department updates our website daily and as needed to reflect current programing, field scheduling, registration dates, special events, etc.  | The Recreation Dept recommends that we move to ongoing   |
| Open Space & Recreation                 |   |   |         |            |          |           |               |  |  |
| CC5                                     | Increase usability and attractiveness of trails.  | Public Works, Conservation, Recreation  |         |            | X        |           |               | No Action  | The Recreation Dept is open to recommendations as to how Recreation can assist with this item. |
| CC6                                     | Educate the community on the benefits of the CPA.   | Select Board, Finance, Housing Partnership, Conservation, Recreation, Historical Commission |         |            | X        |           |               | No Action  | The Recreation Dept is open to recommendations as to how Recreation can assist with this item. |
| RE1                                     | Prioritize developing a new multi-purpose indoor recreation community center.                           | Select Board, Recreation  |         | X          |          |           |               | Before any funding request is submitted, land for a potential facility must be identified. Ongoing facilities study could potentially identify a location.   |  |
| RE2                                     | Identify properties that might be available to serve unmet recreational needs.                          | Recreation  |         | X          |          |           |               | Many suggestions have been submitted to develop a pickleball facility. Awaiting the outcome of the facilities study and a decision to move forward.  |  |
| RE3                                     | Partner with private entities to share indoor ice-skating facility and examine portable outdoor system. | Recreation, Public Works  |         | X          |          |           |               | No Action  |  |

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| RE4                                     | Implement use and maintenance plans.   | Recreation, Public Works                          |         | X          |          |           |               | The Recreation Dept maintains schedules for: <ul style="list-style-type: none"> <li>• Annual Playground Inspections</li> <li>• Tennis Courts Resurfacing (as needed)</li> <li>• Basketball Court Resurfacing (as needed)</li> <li>• Pool (Daily, weekly, monthly yearly)</li> </ul>   | The Recreation Dept recommends that we move to ongoing |
| RE5                                     | Expand outdoor recreation facilities by more multipurpose fields and lighting. | Recreation, Public Works                          |         | X          |          |           |               | The Recreation Dept submitted a plan in FY20 to develop the land purchased from the First Parish church on Nahatan St however after review by the Fin Com and the Select Board, it was decided not to move forward.   |  |
| RE6                                     | Increase recreational opportunities and programs for adults and seniors.       | Recreation  |         |            | X        |           |               | The Recreation Dept runs adult programming: <ul style="list-style-type: none"> <li>• Pickleball programs &amp; leagues</li> <li>• Tennis League</li> <li>• Line Dancing</li> <li>• Fitness programs, Yoga, Eccentrics, Weightlifting</li> <li>• Men's and Women's Basketball Leagues</li> <li>• CPR for Grandparents</li> <li>• Dog Training</li> </ul>   | The Recreation Dept recommends that we move to ongoing |
| RE7                                     | Incorporate universal design into all recreation facilities.                   | Recreation, Disability Commission, Public Works   |         |            | X        |           |               | In 2023, using ARPA funding, the Recreation Dept updated the School St Playground with three new handicap accessible elements and replaced the warped rubber padding with smooth poured-in-place rubber walk ways.  | The Recreation Dept recommends that we move to ongoing |
| Sustainability & Resiliency             |  |   |         |            |          |           |               |   |  |
| S2                                      | Consider climate change in all Town decisions.                                 | Town Administrator, Select Board, All Departments | X       |            |          |           | X             | Recent projects managed by the Recreation Dept: <ul style="list-style-type: none"> <li>• A retractable cover was added to the heated pool to preserve heat when not in use thus burning less fuel to maintain heat. Additional benefits to the cover include a reduction of chemical consumption and water evaporation.</li> <li>• The boiler used to heat the pool was upgraded to a high efficiency boiler, the lights that illuminate the pool were changed to LED and the motors to the pool were changed to VFD – variable frequency drives; all qualifying for and paid by an energy saving grant.</li> </ul> |  |

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|        |   |   |         |            |          |           |               | <ul style="list-style-type: none"> <li>WEAC participates in Westwood Day to make it as green as possible.</li> </ul>    |                        |
| S19    | Partner with schools and extracurricular programs for children and resident healthy lifestyles. | Health, School Dept., Youth & Family Services, Recreation | X       | X          |          |           |               | The Recreation Department works with the Schools and Youth groups to schedule activities on the fields and in the pool. |                        |