

**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
<b>Community Facilities</b>									

**COMPREHENSIVE PLAN IMPLEMENTATION TABLE**

<b>Action</b>	<b>Action Summary</b>	<b>Lead Agency</b>	<b>Ongoing</b>	<b>Short Term</b>	<b>Mid Term</b>	<b>Long Term</b>	<b>High Priority</b>	<b>2024 Updates</b>	<b>Future Recommendations</b>
CF5	Conduct needs assessment for senior center.	Council on Aging, Facilities Management				X		None	This is something that definitely needs to be discussed in the future.
CF24	Devote staff to website updates and communications.	Town Administrator, All Depts.	X				X	Aside from our bi-monthly newsletter that goes out to 3400 households, we have a Facebook Page and we publicize in the Westwood Wire and Wood.	For our younger seniors, we need to be more connected with social media
<b>Transportation</b>									
T13	Consider cooperative rideshare programs.	Select Board, Economic Development, Planning Staff, Council on Aging				X		Our 3 vans are in constant motion and there is a need for more transportation resources	Work with town officials for more resources as this need continues to grow.
<b>Sustainability &amp; Resiliency</b>									
S2	Consider climate change in all Town decisions.	Town Administrator, Select Board, All Departments	X				X	We are hopeful that both charging stations and solar panels will be installed in the next year	Continue to look for ways for the Center to be more energy efficient
R17	Proactively reach out to residences, vulnerable populations.	Health, Disability Commission, Council on Aging	X				X	We have close relationships with elder housing administrators; area providers as well as information in our newsletter.	Continue to reach out to seniors in need
R19	Promote and strengthen public health and social services.	Health, Human Service Town Depts., Council on Aging	X				X	The COA now has a part time, 4 hours week, COA designated nurse with a grant	Continue to look for funding to increase the COA nurse hours