

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
Community Facilities									
CF6	Optimize space for Islington branch library and multi-purpose gathering space.	Library Board of Trustees, Recreation Commission, Planning Staff	X				X	<ul style="list-style-type: none"> Wentworth Hall finished construction and is in full use Branch library uses wentworth hall space weekly for bookclubs and storytime. Currently uses a shared calendar with recreation for room bookings Meets quarterly with Wentworth Hall user group to check in on whats going well and any challenges 	<ul style="list-style-type: none"> Solidify a working calendar for internal and external room bookings for meetings and programs. Should be changed to “ongoing” only. Does not need to be “high priority”
CF7	Investigate parking expansion options at main library.	Select Board, Library Board of Trustees			X			<ul style="list-style-type: none"> We continue utilize informal shared parking agreement with the Mason’s lot located across the street from the Main Library 	<ul style="list-style-type: none"> Should be moved to Long term for timeline Expanded parking is limited by the surrounding buildings and fields. We suggest conducting a parking study of municipal building parking lots on 109 Explore and possibly update the shared parking agreement with Chase bank/Colburn building

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CF24	Devote staff to website updates and communications.	Town Administrator, All Depts.			X			<ul style="list-style-type: none"> Library has its own dedicated website which is updated daily with activities and services Library also submits programming and service updates monthly to the Westwood Wire and quarterly to both the Recreation Brochure and Westwood Word Trustee meeting information and minutes is updated on town website monthly Library also updated social media channels daily with library information and happenings 	<ul style="list-style-type: none"> Should be ongoing. Social Media channels across departments should continue to be updated frequently The library will be upgrading to a new website in 2024/2025 fiscal year Consider alternative methods of communication to reach non-users of library or town government
Sustainability & Resiliency									
S2	Consider climate change in all Town decisions.	Town Administrator, Select Board, All Departments	X				X	<ul style="list-style-type: none"> Library continues to use less paper by communicating digitally both internal and externally Library partnered with DPW to educate community on Recycling Right with video, resources, and a compost bin giveaway for those who pledged to recycle Library encouraged use and sells library reusable tote bags for patrons 	<ul style="list-style-type: none"> Looking to upgrade lighting system. This will help us to fully take advantage of technological advances in energy saving lightning systems since the main library was built. Would like to partner with Recreation and DPW to provide solar powered benches across town that can also provide access to library's digital collection