

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
Community Facilities								

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Action	Action Summary	Lead Agency	Ongoing	Short Term	Mid Term	Long Term	High Priority	2024 Updates
CF21	Implement electronic permitting for all departments.	Town Administrator, All Depts.	X					BOH has implemented digital food establishment inspection reports in addition to permitting software already in use
CF24	Devote staff to website updates and communications.	Town Administrator, All Depts.			X			Gatekeeping issues
Sustainability & Resiliency								
S2	Consider climate change in all Town decisions.	Town Administrator, Select Board, All Departments	X				X	Ongoing work related to increase prevalence of disease causing vectors associated w climate
S19	Partner with schools and extracurricular programs for children and resident healthy lifestyles.	Health, School Dept., Youth & Family Services, Recreation	X	X				Defer to YFS
R1	Develop Climate Action Resiliency Plan	Select Board, Fire, Health, Public Works, Conservation, WEAC		X			X	Attended multiple meeting with other depts. and BETA re Climate Resiliency
R5	Expand the Emergency Planning Committee.	Town Administrator, Fire, Health		X				Defer to TA
R6	Review Town's emergency operations and communications systems.	Police, Fire, Health, Public Works	X	X				Defer to E Response on state of system and its functionality BOH stealth has been provided town issued phones
R10	Improve community engagement skills of Health, Police, and Fire.	Town Administrator, Fire, Police, Health		X				Being more visible and working to be more recognizable in Town is constant. Feedback has been positive
R11	Build broad stakeholder networks including social, behavioral health, community orgs, health.	Town Administrator, Fire, Police, Health		X				Would like to move towards a task force rather than ad hoc model

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R12	Support programs to serve at-risk individuals.	Health, Disability Commission, Council on Aging		X				We have been certified in Adult Mental Health First Aid.
R13	Develop a list of local volunteers to assist in emergencies.	Health		X				NC-8 coalition is now part of MA Responds. Recruitment is ongoing
R14	Aid for disaster and shelter in place kit.	Health			X			Inventory has been added we now have personal care kits for emergency shelters/new arrivals Have also purchased a cell phone charging station for use during prolonged power outages
R15	Facilitate "neighbors helping neighbors" groups.	Town Administrator, Health			X			Support all community groups in their efforts to build coalitions
R17	Proactively reach out to residences, vulnerable populations.	Health, Disability Commission, Council on Aging	X	X				We have been engaged with property managers and on site staff across multiple complexes and have significant connections across the broad spectrum of more vulnerable residents
R19	Promote and strengthen public health and social services.	Health, Human Service Town Depts., Council on Aging		X				BOH is a part of NC-8 shared services and public health excellence grant recipients building a regional coalition is a primary goal of MA DPH and Executive Branch