

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									
CF24	Devote staff to website updates and communications.	Town Administrator, All Depts.			X			<ul style="list-style-type: none"> • Dedicate staff time to update program information on the website as needed • Dedicate staff time to update social media platforms as needed • Currently working with WMC to update program videos with current staff and information • Develop content for the Westwood Word and Wire • Sit on town committees to increase communication between departments (i.e. Human Services managers group and HR Fun committee) • Working with the Housing Planner to develop a social justice network (an interdepartmental group to serve underrepresented members of the Westwood community) 	<ul style="list-style-type: none"> • This should be an ongoing goal as information changes. • This should be an ongoing goal as information changes. • This goal is in progress and we hope to complete in the next year. • This should be an ongoing goal to increase communication among departments. • Once established, meetings should be ongoing
Sustainability & Resiliency									
S2	Consider climate change in all Town decisions.	Town Administrator, Select Board, All Departments	X				X	<ul style="list-style-type: none"> • Our offices are now located in an energy-efficient new building (Wentworth Hall) • Using Therapy Notes (online record-keeping software) instead of paper files for client records • Using QR codes and online forms for program information and registration 	

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S19	Partner with schools and extracurricular programs for children and resident healthy lifestyles.	Health, School Dept., Youth & Family Services, Recreation	X	X				<ul style="list-style-type: none"> Sit on various school committees that promote the healthy development of children, ie. Wellness Committee, Cell Phone Task Force, High School Child Study Team Partner with Thurston Wellness Department to run Conflict Resolution workshops as part of the Be SMARRT program Partner with all 3rd grade classes to present BST Partner with the Recreation Department to train summer staff on Mandating Reporting and Conflict Resolution skills Work with community groups to serve the needs of the community (i.e. Westwood Community Chest, the Food Pantry, and more) 	<ul style="list-style-type: none"> These are ongoing efforts. The community's needs should be continuously assessed/monitored and work/committees/programs should be adjusted/added to address newly identified needs.