

**2014 WESTMINSTER MASTER PLAN:
IMPLEMENTATION SCHEDULE**

Short-Term: Recommendations to be implemented within the first year after adopting the Master Plan.

Mid-Term: Recommendations to be implemented within two to six years after adopting the Master Plan.

Long-Term: Recommendations that will take six years or longer to be implemented.

Ongoing: Recommendations that you will need to be attended to every year on an ongoing basis.

<u>Recommendations – Town Government</u>	<u>Short-Term</u>	<u>Mid-Term</u>	<u>Long-Term</u>	<u>Ongoing</u>
<u>Implementing Master Plan Recommendations</u> : Responsible Entities for Implementation: The Town Administrator, Board of Selectmen, and Town Planner in consultation with the Master Plan Committee.				X
<u>Prepare an Organizational Flow Chart</u> : Responsible Municipal Entities: Town Administrator in conjunction with the Board of Selectmen.	X			
<u>Establish a Government Study or Town Charter Committee</u> : Responsible Municipal Entities: Board of Selectmen, Town Administrator, and Personnel Board.		X		
<u>Prepare Departmental Budgeting Guidelines</u> : Responsible Municipal Entities: Department of Public Works, Parks and Recreation Department, Police Department, Fire Department and Library.		X		
<u>Continue the Current Capital Planning Process</u> : Responsible Municipal Entities: The Board of Selectmen, Capital Planning Committee and the Advisory Board.				X
<u>Improve Coordination Between Municipal Departments</u> : Responsible Municipal Entity: The Board of Selectmen and Town Administrator.				X

<u>Recommendations – Town Government</u>	<u>Short-Term</u>	<u>Mid-Term</u>	<u>Long-Term</u>	<u>Ongoing</u>
<u>Training and Materials for New Board/Committee/Commission Members</u> : Responsible Municipal Entities: All citizen-staffed Boards, Committees and Commissions.		X		
<u>Upgrade and Expand the Town’s Information Technology (IT)</u> : Responsible Municipal Entities: Board of Selectmen, Advisory Board, Capital Planning Committee and IT Consultant.	Upgrade			Expand
<u>Pursue Grant Opportunities Under the MA Green Communities Program</u> : Responsible Municipal Entities: The Energy Advisory Board working with other Town departments.				X
<u>Investigate Options for Creating a Solar Farm on a Town-Owned Property</u> : Responsible Municipal Entities: The Energy Advisory Board, Town Administrator and Board of Selectmen.		X		
<u>Review the Town’s Inter-Municipal Agreements (IMAs)</u> : Responsible Municipal Entities: The Public Works Commission in conjunction with the Board of Selectmen.		X		
<u>Prepare and Post a Prioritized Roadway Improvement Program & Sidewalk Improvement Program</u> : Responsible Municipal Entity: The Public Works Commission.		X		
<u>Implement the Recommendations of the 2007 Wastewater Management Plan</u> : Responsible Municipal Entities: The Director of the Public Works Department and the Public Works Commission.		X		
<u>Review All Non-Statutory Fees</u> : Responsible Municipal Entities: The Town Administrator, Board of Selectmen and the Advisory Board.				X

<u>Recommendations – Town Government</u>	<u>Short-Term</u>	<u>Mid-Term</u>	<u>Long-Term</u>	<u>Ongoing</u>
<u>Investigate Options for Regionalization of Services</u> : Responsible Municipal Entities: The Town Administrator, Board of Selectmen and the Advisory Board.		X		
<u>Begin Planning for the Town’s Future Solid Waste Disposal Needs</u> : Responsible Municipal Entities: Board of Selectmen, DPW Commissioners and Solid Waste Committee.			X	
Rename the Advisory Board as the Finance Committee: Responsible Municipal Entities: Board of Selectmen and Advisory Board.	X			
<u>Establish a Municipal Building Needs Committee</u> : Responsible Municipal Entity: Such a committee would be appointed by the Board of Selectmen and bring in expertise from relevant municipal departments, boards and committees.	X			
<u>Maintain Landscaping on Town Center Municipal Properties</u> : Responsible Municipal Entity: Agricultural Commission and community volunteers.	X			
<u>Recommendations – Economic Development</u>	<u>Short-Term</u>	<u>Mid-Term</u>	<u>Long-Term</u>	<u>Ongoing</u>
<u>Address the Sewer Capacity Issue</u> : Responsible Municipal Entities: The Public Works Commissioners, Board of Selectmen and Town Planner.		X		
<u>Enact Village Zoning for Town Center</u> : Responsible Municipal Entities: The Planning Board in conjunction with the Board of Selectmen.	X			
<u>Modernize and Update Zoning Bylaw’s Table of Uses</u> : Responsible Municipal Entities: The Planning Board in conjunction with the Economic Development Committee.	X			

<u>Recommendations – Economic Development</u>	<u>Short-Term</u>	<u>Mid-Term</u>	<u>Long-Term</u>	<u>Ongoing</u>
<u>Secure Funding for Economic Development Initiatives</u> : Responsible Municipal Entities: Economic Development Committee and Town Planner.				X
<u>Acquire Professional Assistance for Economic Development Initiatives</u> : Responsible Municipal Entities: Economic Development Committee and Town Planner.				X
<u>Develop a Computerized Database of Available Commercial and Industrial Properties</u> : Responsible Municipal Entities: Economic Development Committee and Town Planner working with the Board of Assessors.	X			
<u>Initiate New Business Recruitment Efforts</u> : Responsible Municipal Entities: Economic Development Committee, Board of Selectmen, Town Administrator and Town Planner.				X
<u>Coordinate Development Activity with owners of Industrial Land</u> : Responsible Municipal Entities: Economic Development Committee, Planning Board, Board of Selectmen and Town Planner.				X
<u>Have Town Serve as Liaison between Businesses and Economic Development Agencies</u> : Responsible Municipal Entities: Board of Selectmen, Economic Development Committee, Planning Board, Town Administrator and Town Planner.				X
<u>Prepare and Distribute a Promotional Brochure</u> : Responsible Municipal Entities: Economic Development Committee and Town Planner.	X			

<u>Recommendations – Economic Development</u>	<u>Short-Term</u>	<u>Mid-Term</u>	<u>Long-Term</u>	<u>Ongoing</u>
<u>Install Historic Wayfaring Signage</u> (subject to funding availability): Responsible Municipal Entities: Economic Development Committee, Historical Commission, Department of Public Works and Town Planner.		X		
<u>Participate in a Regional Tour of Historic Villages</u> : Responsible Municipal Entities: Board of Selectmen, Economic Development Committee, Historical Commission working in conjunction with MART and the Johnny Appleseed Trail Association.			X	
<u>Sponsor an Annual Festival</u> : Responsible Municipal Entities: Economic Development Committee, Board of Selectmen, Town Administrator, Town Planner, and public safety officials.		X		
<u>Evaluate the Fiscal Impacts of All Large-Scale Development Proposals</u> : Responsible Municipal Entities: Economic Development Committee, Planning Board, Board of Selectmen and Town Planner.				X
<u>Investigate the Federal Brownfields Program</u> : Responsible Municipal Entities: Board of Selectmen, Economic Development Committee, Board of Health, Town Administrator, and Town Planner.	X			
<u>Recommendations - Housing</u>	<u>Short-Term</u>	<u>Mid-Term</u>	<u>Long-Term</u>	<u>Ongoing</u>
<u>Investigate New Options for Senior Housing</u> : Responsible Municipal Entities: The Planning Board in conjunction with the Board of Selectmen.				X
<u>Create New Housing in the Town Center</u> : Responsible Municipal Entities: The Planning Board in conjunction with the Board of Selectmen.	X			

<u>Recommendations - Housing</u>	<u>Short-Term</u>	<u>Mid-Term</u>	<u>Long-Term</u>	<u>Ongoing</u>
<u>Update Cluster Housing Bylaw:</u> Responsible Municipal Entity: The Planning Board.		X		
<u>Investigate Inclusionary & Incentive-Based Zoning:</u> Responsible Municipal Entity: The Planning Board.		X		
<u>Revitalize the Affordable Housing Committee:</u> Responsible Municipal Entities: The Board of Selectmen and the Affordable Housing Committee.	X			
<u>Obtain Training on Chapter 40-B Housing Proposals:</u> Responsible Municipal Entity: The Zoning Board of Appeals.				X
<u>Promote Homebuyer Counseling, Education.</u> Responsible Municipal Entities: Town Planner and Affordable Housing Committee.				X
<u>Promote the Use of Soft Second Loan Programs.</u> Responsible Municipal Entities: Town Planner and Affordable Housing Committee.				X
<u>Establish a local Affordable Housing Trust Fund:</u> Responsible Municipal Entities: The Board of Selectmen and the Affordable Housing Committee.		X		
<u>Address Substandard Housing:</u> Responsible Municipal Entities: The Board of Selectmen in conjunction with the Building Commissioner and Health Department.				X

<u>Recommendations - Housing</u>	<u>Short-Term</u>	<u>Mid-Term</u>	<u>Long-Term</u>	<u>Ongoing</u>
<u>Continue Working with Habitat for Humanity:</u> Responsible Municipal Entities: Town Planner in conjunction with the Board of Selectmen and the Assessor's office.				X
<u>Recommendations – Transportation</u>	<u>Short-Term</u>	<u>Mid-Term</u>	<u>Long-Term</u>	<u>Ongoing</u>
<u>Continue Proactive Town Participation with MRPC:</u> Responsible Municipal Entities: Board of Selectmen and Planning Board.				X
<u>Schedule Traffic Counts with MRPC:</u> Responsible Municipal Entity: Board of Selectmen is the responsible entity for forwarding traffic count requests to the MRPC.				X
<u>Promote Traffic Calming Efforts:</u> Responsible Municipal Entities: Board of Selectmen with input from the Department of Public Works, Police Department and Planning Department.		X		
<u>Continue Sidewalk Improvement Program:</u> Responsible Municipal Entities: Board of Selectmen with significant input from the Department of Public Works, Police Department, and Planning Board/Planning Department.		X		
<u>Work With Partners to Create a Regional Trail Network:</u> Responsible Municipal Entities: Board of Selectmen with significant input from the Conservation Commission, Open Space Committee, and Planning Board/Planning Department.		X		
<u>Update Census Data:</u> Responsible Municipal Entity: Westminster Planning Department.	X			

<u>Recommendations – Transportation</u>	<u>Short-Term</u>	<u>Mid-Term</u>	<u>Long-Term</u>	<u>Ongoing</u>
<u>Work With State to Address Bridges in Need of Repair:</u> Responsible Municipal Entities: Westminster Board of Selectmen should initiate discussion with the MassDOT District 3 office and encourage involvement from the Westminster Department of Public Works.				X
<u>Prepare a Comprehensive Inventory of the Town’s Culverts:</u> Responsible Municipal Entity: Department of Public Works.			X	
<u>Strengthen Public Transportation:</u> Responsible Municipal Entity: Westminster Board of Selectmen.				X
<u>Analyze Traffic Crash Data:</u> Responsible Municipal Entities: Public Works Commissioners and Department of Public Works with input from Westminster Montachusett Joint Transportation Committee (MJTC) Representatives and Police Department.				X
<u>Continue to Utilize the Current Pavement Management System:</u> Responsible Municipal Entities: Department of Public Works with input from Westminster’s MJTC Representatives and Police Department.				X
<u>Investigate Consolidating Curb Cuts in Town Center:</u> Responsible Municipal Entity: Planning Board/Planning Department and MassDOT.				X
<u>Investigate Restarting a Regional Bus Service:</u> Responsible Entities: Westminster Board of Selectmen, Economic Development Committee and Town Planner.				X

<u>Recommendations – Land Use</u>	<u>Short-Term</u>	<u>Mid-Term</u>	<u>Long-Term</u>	<u>Ongoing</u>
<u>Enact Village Zoning for Town Center</u> : Responsible Municipal Entities: The Planning Board in conjunction with the Board of Selectmen.	X			
<u>Investigate Petitioning the State for the Town to take over jurisdiction of Main Street</u> : Responsible Municipal Entities: The Public Works Commissioners in conjunction with the Board of Selectmen.			X	
<u>Modernize and Update Zoning Bylaw’s Table of Uses</u> : Responsible Municipal Entities: The Planning Board in conjunction with the Economic Development Committee.	X			
<u>Revise the Dimensional Standards for the Industrial Districts</u> : Responsible Municipal Entities: The Planning Board in conjunction with the Economic Development Committee.	X			
<u>Revise and Clarify the Zoning Bylaw’s Dimensional Standards for New Housing Lots</u> : Responsible Municipal Entity: The Planning Board.	X			
<u>Update the Town’s Sign Bylaw</u> : Responsible Municipal Entities: The Planning Board in conjunction with the Historical Commission, Economic Development Committee, Building Commissioner, Zoning Board and the local business community.	X			
<u>Update the Zoning Bylaw’s Definitions Section</u> : Responsible Municipal Entity: The Planning Board.	X			
<u>Investigate Natural Resource Protection Zoning</u> : Responsible Municipal Entities: The Planning Board working in conjunction with the Open Space Committee, Conservation Commission, Zoning Board and Building Commissioner.		X		

<u>Recommendations – Land Use</u>	<u>Short-Term</u>	<u>Mid-Term</u>	<u>Long-Term</u>	<u>Ongoing</u>
<u>Revise the Town’s Parking Standards</u> : Responsible Municipal Entity: The Planning Board.	X			
<u>Consider Adopting a Demolition Delay Bylaw</u> : Responsible Municipal Entities: The Historical Commission working in conjunction with the Building Department.	X			
<u>Consider New Zoning Provisions to Encourage Affordable Housing</u> : Responsible Municipal Entity: The Planning Board.		X		
<u>Adopt Operational Standards for Home Occupations</u> : Responsible Municipal Entities: The Planning Board working with the Building Department and Board of Health.		X		
<u>Tighten the Zoning Bylaw’s Site Plan Review Provisions</u> : Responsible Municipal Entity: The Planning Board.	X			
<u>Encourage New Development to “Build Green”</u> : Responsible Municipal Entities: Energy Advisory Committee working in conjunction with the Planning Board, Zoning Board, Building Department and the MA Green Communities Program.				X
<u>Encourage the Use of Local and Regional Goods and Materials</u> : Responsible Municipal Entities: Energy Advisory Committee working in conjunction with the Planning Board, Zoning Board and Building Department.				X
<u>Consider Adopting a Bylaw for Large-Scale Solar Power Projects</u> : Responsible Municipal Entities: The Planning Board working with the Energy Advisory Committee and Building Commissioner.	X			