

**TOWN OF CHESTER
COST SAVINGS IDEA SUBMISSION FORM**

Instructions: This form should be completed and submitted to the Board of Selectmen for consideration. Any supporting documentation that was utilized to develop the cost savings idea should be included with this form

Date: _____

Submitted by: (optional) _____

Contact info (phone or e-mail): _____

Area affected: (place an "X" in the appropriate box)

- General government (Includes selectmen, finance, town office operations, town clerk, probate, treasurer, tax collector, assessor, board of assement appeals, board of finance, registrar of voters, building department, conservation commission, harbor management, planning and zoning, economic development commission, park and recreation, library)
- Public works (includes highway, buildings and grounds, municipal services)
- Public safety (includes fire, police, safety, animal control)
- Health and Welfare (includes health services, sanitation, human services)
- Miscellaneous (includes employee benefits, retirement, insurance, bond interest)
- Board of Education (includes Elementary school, supervision district and Region 4)
- Other (includes capital)

Please provide a brief description of the idea to provide cost savings to the town:

Estimated annual cost of new service or method: _____

Current cost: _____	Shaded area for Board of Selectmen use
Estimated annual savings: _____	
Date reviewed by Board of Selectmen: _____	
Action to be taken: _____	
Individual responsible for further investigation / implementation: _____	

UPON COMPLETION, A COPY SHOULD BE FORWARDED TO THE BOARD OF FINANCE