

**Town of Mashpee  
Board of Selectmen**

**Policy No: 15**

**Town Energy and Resource Conservation Policy**

In an effort to promote more responsible and efficient use of energy by the Town of Mashpee, the Town has adopted the following guidelines:

- Turn off all computers, monitors, and peripherals every night, including weekends, except Wednesday evenings for virus definition and Windows updates. Network equipment and security camera equipment is excluded. Computer should be set to go into “energy saver” mode, as defined by the IT Department, after 15 minutes of non-use.
- Turn off all office equipment (copiers, scanners, printers, etc.) every night, including weekends. Fax machines may be left on.
- Occupied temperature settings for the cooling season shall not be below 72°F. During unoccupied times, the air conditioning equipment shall be shut off or the temperature setting adjusted as directed by the DPW.
- Occupied temperature settings for the heating season shall not be above 72°F. During unoccupied times, the temperature setting shall be 55°F.
- Unoccupied times shall begin when the building closes to the public.
- All evening Board/Committee/Commission meetings shall be scheduled when possible at Town Hall on Mondays through Thursdays. Evening or weekend use of other Town buildings shall be limited as directed by the Town Manager.
- Close window blinds in the summer when sun is facing your windows to keep heat out.
- Wear seasonally appropriate clothing to work (sweaters in winter, short sleeves in summer, etc.) to lessen the need for extreme heating and cooling of the office.
- Close doors and windows when AC and heating units are on. Always shut windows when leaving the office.
- Always shut off lights when leaving a room unattended (including bathrooms, break rooms, meeting rooms, etc.) Utilize natural lighting where appropriate.
- All exterior lights shall be controlled by photocells and/or timers. Any timers shall be adjusted for daylight savings as necessary.

- Street lights shall only be installed where warranted to address safety concerns as determined by the Street Light Committee.
- Light fixtures installed in buildings or in exterior parking areas shall be fluorescent, LED or of a similar low energy type.
- Be sure all faucets are turned completely off when done using sinks.
- All outside watering should be done between 4 am and 9 am.
- When using Town vehicles, only travel when absolutely necessary. When possible, use web based meetings or conference calls.
- Never leave Town vehicles idling when unattended.
- When attending off-site meetings with other town officials, always car pool.
- Whenever possible, use double-sided printing/copying.
- Whenever possible, use e-mail for internal notices. Only print email or attachments if necessary.
- Recycle all fiber materials and containers in the bins provided.
- No personal heaters/refrigerators/toaster ovens/microwaves/coffee machines in your department. These items are all available in the common break room.
- The Town shall purchase only energy efficient equipment when appropriate (Energy Star rated, US Green Building Council recommended, etc.).

***Adopted by the  
Mashpee Board of Selectmen  
July 21, 2008  
Amended October 5, 2009***