

# **TOWN OF TOLLAND ENERGY CONSERVATION POLICY AND GUIDELINES**

The implementation of this policy is the responsibility of Department Heads and all Employees. Its success is based upon full Employee cooperation. Bring requests for variance to your Supervisor who will discuss them with the Town Manager. All Employees will bring to the attention of their Supervisor any wasteful situations and any recommendations for energy conservation and efficiencies.

## **VEHICLE AND FUEL CONSERVATION MEASURES**

### **DRIVING - GUIDELINES**

- Limit unnecessary trips. Plan trips to minimize mileage. Combine tasks if possible.
- Remove extra weight from the vehicle; only carry in your vehicle those items you need.
- Do not warm engine up before driving; it is not necessary, even in cold weather.
- Avoid rapid acceleration.
- Drive more slowly.
- If so equipped, use overdrive gear at cruising speeds.
- If so equipped, use cruise control at cruising speeds.
- Avoid hard braking and sudden stops.
- Try to anticipate stops and let your vehicle coast down as much as possible.
- For any stops that you expect to last more than a minute, shut off your engine rather than letting it idle (see separate Public Works Policy attached). A typical vehicle wastes ½ mile of fuel for each minute of idling.
- Do not rev engine before shutting it off; this wastes fuel and can dilute motor oil, leading to excessive wear on engine parts.
- Park in the shade and/or leave windows slightly open to reduce the need for air conditioning. Allow the hot air to drain from the vehicle through the open windows for the first mile or so when first starting to move before using the air conditioning.
- Reduce the use of your air conditioner at low driving speeds. Air conditioning is more fuel efficient over 40 mph than having the windows open.

### **FUEL AND MAINTENANCE - GUIDELINES**

- Replace air and fuel filters regularly as instructed by your vehicle's maintenance manual; change air filter more often if driving in dusty conditions.
- Keep engine properly tuned.
- Use API certified "Energy Conserving" motor oil, either conventional or synthetics. Use the service classification and viscosity specified for your vehicle.
- Do not buy "aggressive" treaded tires if you do not need them.
- Keep tires properly inflated and wheels aligned.
- Do not use mid-grade or premium grade gasoline unless specified for your vehicle.
- Determine gasoline mileage periodically. Declining mileage can be an early indicator of mechanical problems or a need for servicing.
- Store emergency fuel supply or fuel for gasoline-fueled power equipment in sealed, airtight containers, and it will still be usable in another season.

## **VEHICLE PURCHASING - GUIDELINES**

- Buy the most fuel-efficient vehicle that will meet most of your needs, and rent a larger vehicle or a different kind for infrequent needs.
- Buy a "hybrid" vehicle that combines a high-efficiency gasoline engine with an electric motor for greater fuel efficiency.
- Buy fewer power options such as automatic transmission and especially air conditioner.
- Buy 2-wheel drive if your job or tasks really do not require 4-wheel or all-wheel drive.

## **BUILDING CONSERVATION MEASURES**

### **BUILDING HEATING AND COOLING - GUIDELINES**

- Where possible, building/area heating temperatures will be setback to a safe temperature for that particular building during all unoccupied times. Recommend 50 degrees to 60 degrees.
- Building/area cooling temperatures will be setup to ambient temperature (or shutdown) during all unoccupied times.
- Interior office air shall not be heated above 68 to 70 degrees. Bring requests for variance to your Supervisor who will discuss it with the Town Manager.
- Interior office air shall not be cooled below 75 degrees. Bring requests for variance to your Supervisor who will discuss it with the Town Manager.
- Interior air in other spaces such as garages and storage areas shall not be heated, unless worked is being performed in those areas. In certain areas where freezing temperatures may cause damage to contents or sensitive equipment the recommended maximum heating for these areas is 50 degrees.
- On warm days, building occupants shall take advantage of natural ventilation for building cooling as much as possible, to avoid operating chillers and compressors.
- Staff will perform periodic maintenance on all heating systems to insure peak efficiency.
- Portable electric heaters shall not be used in any buildings unless used for temporary heating in lieu of the central heating system. Portable heaters will be used with caution and kept a minimum of 30 inches from all combustibles.
- Domestic hot water temperatures shall not be set above 105 degrees F.

### **LIGHTING, EQUIPMENT AND OTHER ELECTRICAL LOAD - GUIDELINES**

- All lights shall be turned off in unoccupied rooms at all times.
- Overhead lighting shall be reduced as much as possible without creating unsafe conditions or interfering with the performance of duties. Task lighting can supplement overhead lighting when appropriate and will be turned off when unused.
- Security and safety lighting shall be held to the lowest acceptable levels. Decorative lighting, inside or outside, shall be switched off.
- All non-essential lighting and other electrical loads shall be minimized during non-business hours. Departments are expected to make a reasonable determination as to what critical functions must continue outside of these hours.
- All video monitors and personal computers shall be set for automatic power-down (sleep) mode after 5 minutes of non-operation. (All Energy Star monitors should have this feature available and can be turned on using the "display" option of the desktop "control panel".
- All copiers and printers that have an automatic power-down or "energy saver" feature shall have this feature enabled.

- All non-essential personal computers, printers, copiers and other electrical equipment shall be turned off outside of normal business hours and when not in use, unless there is a specific and essential need for afterhour's operation.
- Use of copiers and printers shall be consolidated. Where possible, redundant printers and copiers shall be turned off and work shall be directed to nearby machines.
- Unplug refrigerated water coolers and drinking fountains, where feasible.

## **ADDITIONAL AREAS FOR REVIEW**

### **BUILDING CONSERVATION MEASURES**

- Use energy auditing and/or retro-commissioning to identify other areas for improvement.
- Install set-back/programmable thermostats, with individual daily programming capability, on HVAC systems to maximize efficiency. Ensure setback features are maintained and end-users are trained in their operation.
- Consider replacing older HVAC systems with new energy-efficient systems.
- Implement preventive maintenance program for all building systems.
- Consider installing additional insulation in older buildings.
- Install reflective window film or awnings on all south-facing windows.
- Eliminate unnecessary outside building and site lighting.
- Install motion detectors to control lighting in all areas.
- Investigate the use of auto off – manual on motion sensors.
- Utilize portable monitoring devices and/or meters to verify equipment operation and off-hours shut down.
- Review options for alternative work hours for Town Hall employees that minimize building energy and vehicle fuel use, i.e. Town Hall opening only 4 days.
- Retrofit incandescent light bulbs with compact fluorescent lights.
- Retrofit exterior lighting to increase efficiency and reduce light pollution.
- Implement a modified outdoor lighting policy that allows all or most outside lighting at any particular facilities, building, or area(s) of these to be turned off at a particular time at night (i.e. Midnight) or not to be turned on at all.
- Investigate the possibility of changing appropriate outside lighting to motion controlled in certain areas to allow all the outside lighting in the other areas to be turned off completely.
- Investigate additional/alternate bulk purchasing agreements for fuel oil and utilities.

### **VEHICLE AND FUEL CONSERVATION MEASURES**

- Consider computer or mechanical modifications to limit top speeds and acceleration rates.
- Consider installing GPS location devices to discourage unnecessary vehicle use and track actual usage.