

Community Energy Services (CES) Records

Coll. No. 165

Dates 1999-2009

11.85 linear feet

History

Community Energy Services was registered with the New York State Department of State in August of 2000 following a series of meetings led by the St. Lawrence County Planning Office. Discussions centered around starting a not-for-profit company that could provide energy efficiency programs, cost savings and energy awareness in the county. From 2001 to 2010, CES sought to reduce energy usage in North Country buildings and lower energy costs for residents, homeowners and public entities, with an emphasis on low to moderate income households. Performing energy audits, securing financing for and overseeing energy efficiency improvements, raising awareness of energy efficiency and marketing of these services were the activities of CES. The philosophy of the organization was that by reducing energy use, costs will be lowered, energy self-sufficiency will be increased and home comfort and safety will be improved. The work of Community Energy Services was carried out by an executive director, a technical services coordinator and other staff overseen by a community-based board of directors. For most of CES's existence, the majority of its funding came from a grant from the New York State Energy Research & Development Authority (NYSERDA). In addition to the above work, Community Energy Services partnered with Seedcorn, Inc. in sponsoring the annual North Country Sustainable Energy Fair held in Canton each spring. In 2010, CES lost its grant funding from NYSERDA, causing the organization to disband.

Scope and Content

The collection consists of files related to the administration of Community Energy Services (expense reports, financial statements, insurance & IRS files, board minutes & reports, etc.) and files related to the various projects spearheaded by the agency. Also included are CDs of photographs, DVDs, videotapes and audio tapes of events, posters and other oversized material.

Provenance

The collection was donated to St. Lawrence University by Doug Welch, Vice Chairman of the CES Board of Directors.

Organization of collection

Series 1—Administrative files

Series 2—North Country Sustainable Energy Fair

Series 3—Green Buildings Open House

Series 4—Habitat for Humanity House

Series 5—Energy Efficiency Studies

Series 6—Energy Smart Communities

Series 7—Project Green Teams

Series 8—News Clippings & Advertising

Series 9—Biofuels files & Regional energy issues

Series 10—*An Energy Profile of St. Lawrence County, New York*, by Scott Mathys, 2002

Series 11—Maps and Diagrams

Series 1—CES Administrative Files

<u>Box</u>	<u>Folder</u>	<u>Contents</u>
1	1	CES Proposal 2000; 2001 business plan; 2000-2001 budget
	2	Files from binder <i>Community Energy Services 2001</i>
	3	2001 Board of Director's files, minutes, reports, financials; 1 st board of directors meeting
	4	2002 board files; minutes, financials
	5	2003 board files, minutes, reports, financials
	6	2004 BOD files
	7	2005 BOD files
2	8	2007-09 miscellaneous administrative files
	9	2009 misc. admin files
3	10	Meetings 2008
	11	Misc. admin files
	12	events administrative files
4	13	Fund raising; foundations, grants
	14	Employee expenses, 2001-06
5	15-17	Tax and insurance info (several years)
6	18-19	Misc. expenses (outside vendors)
	20	CES Website
	21	Publicity materials for various CES programs
	22	Office move, 2007
	23	North Country Contractors conference call minutes
7, 8	unfoldered	Photos, presentations on CD; date books and personal notebooks

Series 2—North Country Sustainable Energy Fair

9	24	Pre-2001 loose files & news clippings
	25	2001 files organized in a binder (binder removed)
	26	files from binder, 2002
	27	files from binder, 2003

Series 2—cont.

<u>Box</u>	<u>Folder</u>	<u>Contents</u>
9	28	loose files, several years, 2001-05
10	29	Energy Fair loose files, 2004
	30	Energy Fair loose files 2005
	31	Energy Fair loose files 2006
	32	Energy Fair loose files, 2007
11	33	Energy Fair loose files, 2008
12	34-37	Energy Fair loose files 2009
13	38-40	2009 Energy Fair fundraising files
14	41	In-kind contributions, 2002-2006
	42	completed evaluation forms, 2009 energy fair
15	43	Youth Energy and Environmental Expo (YEEE) 2006-2008
16	unfolded	Photos, presentations on CD, audio tapes, E-Fair 2002; VHS video, 2003 (some CDs have photos of Green Home Tours in next series of material)

Series 3—Green Buildings Open House

17	44	Green Buildings Open House loose files 2007-2009
18	unfolded	two VHS videotapes on Green Buildings

Series 4—Habitat for Humanity House, Rensselaer Falls, 2002-2004

19	45	Contents of Habitat for Humanity binder
	46	Habitat House proposal, contract, plans
	47	HFH plans, volunteer info
	48	overhead transparencies, invoices
	49	monthly reports; final report on project
	50	Habitat—misc. files

Series 5—Energy Efficiency Studies

<i>Box</i>	<i>Folder</i>	<i>Contents</i>
20	51	Energy Efficiency Feasibility Study, St. Lawrence University, June 2009 final report
	52	Energy Audit reports on 11 St. Lawrence University off-campus residences, April 2009
	53	Energy Audits on 12 St. Lawrence University off-campus buildings, April 2008
	54	Energy audit working files on all above buildings
21	55	Energy audit working files, con't.
21a	55a	Selected Small Business Energy Audit Reports Frederic Remington Museum; Colton Hepburn Library; Adirondack Museum; Unitarian Universalist Church, Canton; Freight House, Ogdensburg
22	56	SLC Energy Efficiency Demonstration Project, Interim Report & Attachments, March 2008
	57	SLC Energy Efficiency Demonstration Project, Final Report & Attachments, June 2008
	58	EmpCalc reports on individual homes
	59	Energy Demo project, loose files
	60	Save Energy, Save Dollars workshop files
	60a	Energy Audit Report, Cape Vincent Public Library; savings and payback summaries for several -libraries
	61	Unbound copy of June 2008 Final Report

Series 6—Energy Smart Communities

23	62	2002 proposal; contract, letters of support; local government resolutions
	63	2002-Canton
	64	Monthly reports to NYSERDA, 2003-04
	65	Monthly NYSERDA Reports, 2005-06
	66	Monthly NYSERDA Reports, 2007-09
	67	2007 E\$C 2007 re-application
	68	E\$C files for each community
24	69	Invoices to EBA
	70	Saving Energy Made Easy workshops

24a 70a Transparency slides & notes on presentations given 2001-2005

Series 7—Project Green Teams

<i>Box</i>	<i>Folder</i>	<i>Contents</i>
25	71	Grant funding request letters
	72	Project Green Teams proposal, budget & general info
	73	Educational materials, contracts, district meetings
	74	Green Teams misc. files

Series 8—News clippings & Advertising

26 75-81 News clippings, advertising & publicity 2002-2008 (one folder for each year)

Series 9—Biofuels files and regional energy issues

27	82	Biodiesel files
	83-84	Pellet fuel files
	85	Miscellaneous bioenergy files
28	86	Alliance for Municipal Power
	87	NYPA power; Tri-county energy plan
	88	Wind Farm; ESCO; Power Choices

Series 10— *An Energy Profile of St. Lawrence County, New York, by Scott Mathys, 2002*

29	89	17-page research report with three attachments contained in a black binder.
	90	Research materials contained in a green binder

Series 11 Maps & Diagrams

(rolled in tubes, stored on +++map wall in stacks)

+++46	“St Lawrence County Power Generating Facilities” (map, approx 24 x 35”) Burley-Guminiak Associates, Canton. (nd)
+++47	“Potsdam area 60 cycle composite operating diagram” (diagram, approx 3 x 7’) Niagra Mohawk Power Corp. 11/17/93 North Country Transmission System from Plattsburg to Ogdensburg, Tupper Lake to Gouverneur.