

# **BEDFORD TV**



**Bedford Community Access Television**

## **A N N U A L R E P O R T**

**Fiscal Year 2015**

**July 1, 2014 – June 30, 2015**

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# 11.3.1 Programming and Membership Report

## ***11.3.1.a Membership Growth, Training, & Activity***

BCAT membership is free and available to all those who live, work, attend school, or belong to an organization in Bedford. BCAT's members are as diverse as the programming they bring to the station. Our members range in age from school aged to active members of senior groups such as the Council on Aging. Membership increased around 10% from FY14 to FY15. While we do not have specific data past FY14 we will be able to better track our membership growth in subsequent years. A complete list of members is attached in Appendix A.

This year BCAT had a number of training options for our members. For younger members we offered three courses for middle school students through Bedford Youth and Family Services. These courses were held after school on Wednesdays for four weeks and students learned the basics of field production, studio production, and post-production. For high school aged students, BCAT offered a Broadcast Journalism course that met twice every six day cycle. Additionally, BCAT piloted a new club at BHS called "The Blue Review" where students met during X-Block to learn about video production and produce a variety show. Additionally, the students in Broadcast Journalism and the Blue Review, as well as other students, used the skills they learned through BCAT training to produce the daily announcements show "BHS Live" each morning before school.

For non school-aged members, we offered a number of different training options. This training usually consists of one-on-one instruction from a Bedford TV employee and is both project specific and catered to the needs of the individual member. Rather than having one size fits all training, we have found it more effective to train members specifically for projects they are working on. For some members this means just learning the basics of running a camera so they can cover a once a year event while for others it means in depth lessons on what it takes to get a video project completed from preproduction through postproduction.

While most of our instruction is one-on-one, we also hold group classes when there is a demand for them. In the last year we held group classes for adults to learn Final Cut Pro and studio production and also held a class, "Intro to Documentary Production", through the Bedford Recreation Department. While this class was successful, we plan on offering similar classes through Bedford TV instead of the Recreation Department so we can ensure that class members have taken prerequisite courses and have a grasp on the basics of video production.

In addition to training for our members, BCAT also offers internships to BHS students and local college students. In FY15 BCAT had two summer interns, Sam Dushman, a Bedford High School sophomore, and Dan Anderson, a recently graduated senior from BHS. The two interns learned video production skills as well as helped with office work. For their culminating project, the interns produced a video highlighting the 50th Anniversary of the Citizen's Scholarship Foundation in Bedford. The video subsequently went on to win an award from the Alliance for Community Media for best student production in the Documentary Biography category.

To keep members up to date on news and events at the studio, Outreach Manager Paula Gilarde sent monthly email “blasts” which highlighted what was going on at the studio. For an example see Appendix B. We also kept in touch with our members through social media outlets such as Facebook, Twitter, Instagram and YouTube. Whenever we post a new video online, it is automatically tweeted out, posted on Facebook, and posted on our website. The increase in Bedford TV’s online presence is evident when looking at the statistics provided by YouTube. In FY14 Bedford TV had 98,855 views, 445,295 estimated minutes watched, and 547 new subscribers. In FY15 those numbers increased dramatically to 238,135 views, 1,143,055 estimated minutes watched, and 1,198 new subscribers. For a complete snapshot of our social media statistics see below.



**Bedford TV, MA** 

Created: Dec 16, 2011 • Videos: 723 • Lifetime views: 365,787

CHANNEL


Jul 1, 2014 – Jun 30, 2015

## YouTube Stats

### Performance



### Engagement

**bedfordtv** [FOLLOW](#)

bedfordtv [www.bedford.tv](http://www.bedford.tv)

106 posts    68 followers    22 following

## Instagram & Twitter Stats



**BEDFORD TV**  
Bedford Community Access Television

TWEETS: 1,237    FOLLOWING: 302    FOLLOWERS: 348    FAVORITES: 23

[Follow](#)

### ***11.3.1.b Equipment Use***

Our field cameras were used for a total of 406 hours in FY15, of those 406 hours of field shooting, a microphone kit was used for 305 hours. Additionally, we had 276 hours of studio time used at Old Town Hall, 237 hours of editing time, and 100 hours of time recording audio in our studio. We also had 126 hours of equipment usage in the Selectmen's Meeting Room.

### ***11.3.1.c List of Projects Completed***

The following is a complete list of programs developed and aired for FY15.

#### **PUBLIC**

Ask Dog Lady	Holiday Greetings
Bedford Girl Scouts Bell Band	The Consumer Toolbox
Bedford Girl Scouts: Mary Welch Interview	Ask Art
The Legal Edition	Life Matters
Cooking with Denny and Andy	Library Lecture Series: Dr. Daniel Breen Science Lectures
BSPN Station ID	Bedford Family Connection Lectures
COA On Air	Coming Home
Hopeful Aging	Callahan's Karate
CSF 50th Anniversary	Money Talk
Kamate Fitness Workouts	"The Talk" with Dr. Nora Shine
Citizen of the Year	Library Lecture Series: Asia with Dr. John Kienzle
Diamondz Ink TV	Bedford Arbor Resource Council Presentation:
Physician Focus	Mount Auburn Cemetery
Senior Scene	St. Paul's Tonight
Middle East Lecture Series	Caro: A Short Film by Nick Neveaux
BYFS Lecture Series	Stop Hunger Now
Bedford Day Coverage	Memorial Day Coverage
You Are Not Alone: Surviving Your Child's Disability	Mental Fitness 101
The Fancy Kind	Dan Kennedy Journalism Lecture
Bedford Historical Society Lectures	BTV Annual Party
Let's Get Fit	Common Cents
First Parish Concerts	
Pretty. Simple. Gardens.	<b>Music</b>
Trunk or Treat	Penpa Tsering – Tibetan Music in the BTV Studio
Bedford Common	Allen Zhou: Behind the Scenes
Carleton Willard WWII Memories	Bedford Backstage
Archival Programming	Armen Paul, Music Video
Your Garden Variety	
Mass Music Hub	<b>Live</b>
Insulation Workshop	BTV News
Miss Teen MA	The Wrestling Kennection
Breakfast with Santa	

## **Churches**

First Church of Christ  
Trinity Covenant Church  
Hancock Church  
First Parish  
St. Paul's  
Interfaith Services  
Temple Shalom Emeth Special Events  
International Church of God

## **PSAs**

Foreign Lottery Scam  
911 PSA  
Cancer Prevention  
Bicycling Safety  
Community Partner PSA  
Healthy Behaviors (Eagle Scout Project)  
Drunk Driving  
Social Security  
Volunteering in Bedford

## **EDUCATION**

Best Buddies  
Middlesex Community College Concerts  
MCC Connects  
Dr. Terrance Roberts, Little Rock 6 Presentation at JGMS  
The Blue Review  
Paul Brienens, Freedom Rider at JGMS  
Lane School Talent Show  
District Technology Showcase  
BHS Live  
Citizen's Scholarship Foundation Awards Ceremony  
Thea Aschkenase Holocaust Lecture at Lane School  
JGMS Moving On

## **BHS Extracurricular Activities**

Football Games  
Talent Show  
BHS Winter Concert  
BHS Spring Concert  
Hockey  
Vertical Concerts  
Fashion Show  
Mr. BHS  
Tournament of Plays  
Graduation  
Tenacity Challenge

## **GOVERNMENT**

Consumer Affairs  
Beyond the Badge  
Middlesex Update  
Sound Off  
Rappin with the Rep  
Campaign 2014  
Your Federal Government  
The Mass Factor  
Marketplace and Health Literacy  
Bedford Common Debate  
VA Creative Arts Festival  
Center for Medicaid and Medicare Services

Government Meetings  
Town Meetings  
Bedford Selectmen Meetings  
School Committee Meetings  
Planning Board Meetings  
Bicycle and Pedestrian Master Plan Meetings  
Bedford Citizens' Caucus  
Salt Shed Meeting  
End Homelessness Forum

## ***11.3.1.d Summary of Activities from PEG programming***

### **PEG PROGRAMMING OVERVIEW**

In FY15 BCAT broadcasted 24/7 on Comcast channels 8, 9, and 99 and Verizon Channels 38, 39, and 40. Channels 8/38 broadcasted a combination of public access and educational access programming, channels 9/39 broadcasted our electronic bulletin board, and channels 99/40 broadcasted governmental programming.

In FY15 BCAT produced 782 total shows for a total of 634 hours of content. Of these shows, 650 were locally produced, 63 were government meetings, and 135 were originally aired live.

### **PUBLIC**

In FY15 Bedford TV's public programming was mostly derived from locally produced content and was supplemented by bicycled programming (local programming that originates in another town but is shown on our channels) and a limited amount of public domain archival programming. The sources of our locally produced programming ranged from individual producers, young and old, to town organizations whose events our members and staff covered. Programs ranged greatly in thematic content; there were music shows, political shows, shows about local business, a weekly live news show, fitness shows, and just about any other kind of show one can dream up. Our public programming was as diverse as the community it serves and the locally originated shows from the last year reflect that. For a complete list of Public shows from FY15 see section 11.3.1.c.

BCAT strives to make the show submission process as easy as possible for volunteers. In FY15 we accepted programming from members in a variety of forms. Members edited their projects at the BTV studio and submitted them directly, they mailed or dropped off DVDs, they submitted programming through Dropbox and Google Drive, they uploaded programming to shared servers such as the Mass Media Exchange, and they submitted videos through our website using the sendthisfile application as part of our monthly video contest.

### **EDUCATION**

In FY15 Bedford TV maintained strong relationships with all of the public schools in Bedford as well as Middlesex Community College and Shawsheen Technical High School. We covered all major events at Bedford Schools from the Talent Show at the Lane School through Bedford High Graduation as well as every School Committee meeting. We also collaborated with Middlesex Community College to air their monthly informational program, MCC Connects, and to cover their concert series.

In addition to these initiatives, Production Director Greg Dolan taught a Broadcast Journalism course at Bedford High School that met twice in every six-day cycle. Students in this course learned the basics of video production and helped run BHS Live, a live morning announcements program that aired daily at 7:45 AM during the school year. Students from this class were required to cover three events outside of school during the year, giving them real world videography experience while also expanding Bedford TV's coverage of educational programming. Additionally, Bedford TV began a club at BHS called "The Blue Review" where students met during X-Block to learn video production and produce a variety show.

BCAT also continued its internship program. Two BHS students took advantage of the summer internship program at the station and worked 20 hours a week for five weeks. As part of the internship, the two

students produced a video commemorating the 50th Anniversary of the Bedford Citizen's Scholarship Foundation. This video went on to win a national award from the Alliance for Community Media for best student production in the Documentary Biography category. For a complete list of Education shows from FY15 see section 11.3.1.c.

## GOVERNMENT

A significant portion of BCAT's government programming is derived from the coverage of town governmental boards. Currently, BCAT covers every Selectmen, Planning Board, and School Committee meeting as well as major town governmental meetings such as Annual Town Meeting and open forums on topics such as transportation and homelessness. In FY15 BCAT covered 63 government meetings, which represented 126 hours of programming.

In addition to government meetings, BCAT works with other local government organizations to produce and share programming. In FY15 BCAT worked with the Edith Norse Rodgers Memorial Veterans Hospital, Hanscom Air Force Base, Bedford Youth and Family Services, the Bedford DPW, and local elected officials. Additionally, we aired programs that featured elected officials that represent Bedford that are filmed in other towns such as Rappin' with the Rep which features Ken Gordon, and Beyond the Badge with Sheriff Peter Koutoujian. For a complete list of Government shows from FY15 see section 11.3.1.c.

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### ***11.3.1.e Complaints and Public Comments***

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Although we did not have any formal complaints or comments in FY15, BCAT reached out to the public through a series of focus groups to get feedback from citizens of Bedford. These focus groups were held in October and November. Three focus groups were held, one at the Council On Aging and two at the Bedford TV studio. Participants were asked a number of questions regarding their television viewing habits and about items of local interest. The goal of the focus groups was to see what people knew about Bedford TV and to see what they were interested in watching.

Despite efforts to boost Bedford TV's profile among Bedford residents, there is still a lot of work to do. Facebook seems to be the most popular of the social media outlets and it gets a lot of traffic for YouTube. The participants provided suggestions for how to get more exposure: Action Unlimited, Sunday Boston Globe (North West), PTO mailings, school mailings, Council On Aging newsletters, and Library newsletters.

People were happy with what they have seen on Bedford TV, suggesting a few ideas for new shows. Overall the message from the focus groups was that we need to make people more aware of Bedford TV.



# 11.3.2 Fiscal Report

## *11.3.2.a Income received and sources, including a schedule of rates and charges*

**Bedford Community Access Television**  
**FY 2015 PEG Access Income vs. Budget**  
 July, 2014 through June, 2015

	YTD <u>Jul/14 - Jun/15</u>	Budget <u>Jul/14 - Jun/15</u>
<u>Income</u>		
Town PEG support revenue	177,000.00	177,000.00
Program Revenue	1,007.50	
DVD Sales	1,983.00	
Bank Interest (Note 1)	16.03	
<b>TOTAL REVENUE</b>	<u>180,006.53</u>	<u>177,000.00</u>

Note 1 -June 2014 interest posted to savings account after June 30th

### SOURCES

In addition to PEG support revenue of \$177,000 from the Town of Bedford in FY 2015, Bedford TV also raised \$1,007.50 in program revenue from 3 middle school editing and shooting classes offered through Bedford Youth and Family Services and an Introduction to Documentary Production class offered through the Bedford Recreation Department. Furthermore, Bedford TV raised \$1,983 this fiscal year through DVD sales. Our biggest event sales came from the Lane School Talent Show and Bedford Recreation Dance Recital with over 120 DVDs sold at these two events. DVDs were also sold for the St. Paul's Tonight Musical Revue, Bedford High School's Mr. BHS and Graduation Ceremony and various other events. June, 2014 bank interest of \$16.03 was posted after the end of FY 2014 to roll over into this fiscal year.

## ***11.3.2.b Comprehensive expense information to include operations, equipment and capital expenses***

### **Bedford Community Access Television FY 2015 PEG Access Expenses vs. Budget July, 2014 through June, 2015**

<u>Expenses</u>	<u>YTD Jul/14 - Jun/15</u>	<u>Budget Jul/14 - Jun/15</u>
<b>Labor</b>		
Employee Wages	108,024.75	110,320.00
Employee Health Insurance	4,589.76	5,500.00
Payroll Taxes	10,257.55	11,000.00
Payroll Service Charges	1,483.34	1,000.00
Contract/Freelance Labor	13,161.75	16,000.00
Sub total	<u>137,517.15</u>	<u>143,820.00</u>
<b>Equipment</b>		
Non-capital equipment purchases	2,173.21	2,500.00
Equipment repair	648.13	4,000.00
Sub total	<u>2,821.34</u>	<u>6,500.00</u>
<b>Facility</b>		
Internet/phone	3,224.24	3,300.00
Custodial/Cleaning	1,350.00	1,700.00
Studio & Sets Maintenance	105.69	1,000.00
Sub total	<u>4,679.93</u>	<u>6,000.00</u>
<b>Insurance</b>		
Worker's Comp Insurance	568.00	600.00
Commercial General Liability Ins.	2,534.00	3,600.00
Media Directors, Officers	3,600.00	3,000.00
Sub total	<u>6,702.00</u>	<u>7,200.00</u>
<b>Government Fees</b>		
MA form PC	171.50	70.00
Sub total	<u>171.50</u>	<u>70.00</u>
<b>Organizational Expenses</b>		
Volunteers and Interns	846.41	1,800.00
P.O. Box Fee (Note 1)	-2.00	120.00
Community Outreach	1,755.05	2,000.00
Web Hosting	26.99	120.00
Miscellaneous	92.73	
Sub total	<u>2,719.18</u>	<u>4,040.00</u>

Note 1 -Post Office box was closed this fiscal year due to limited activity. \$2 was refunded for the return of our P. O. Box keys.

**Bedford Community Access Television**  
**FY 2015 PEG Access Expenses vs. Budget (Page 2)**  
 July, 2014 through June, 2015

	YTD <u>Jul/14 - Jun/15</u>	Budget <u>Jul/14 - Jun/15</u>
<b>Professional Development</b>		
Conference Fees	825.00	1,000.00
Dues and Subscriptions	748.00	500.00
Training	0.00	
Travel	<u>1,607.70</u>	<u>1,500.00</u>
Sub total	<u>3,180.70</u>	<u>3,000.00</u>
<b>Professional Services</b>		
Certified Public Accountant	3,293.00	2,500.00
Bookkeeping	<u>605.50</u>	<u>1,200.00</u>
Sub total	<u>3,898.50</u>	<u>3,700.00</u>
<b>Supplies</b>		
I.T. Supplies	610.09	700.00
Office Supplies	896.84	700.00
Postage	122.89	350.00
Production Supplies	<u>1,578.04</u>	<u>920.00</u>
Sub total	<u>3,207.86</u>	<u>2,670.00</u>
<b>TOTAL EXPENSES</b>	<b>164,898.16</b>	<b>177,000.00</b>
<b>Amount of net gain or deficit</b>	<b>15,108.37</b>	<b>0.00</b>

### ***11.3.2.c List of all equipment purchased including its type and cost***

7/18/14	DigiGames wireless buzzer system x 3- \$390 total
7/18/14	DigiGames wireless host remote - \$125.00
9/25/14	Staples Carder Mesh Task Chair x 2 - \$212.48 total
10/31/14	Rode NT1-A Complete Vocal Recording Solution (microphone system) - \$224.39
12/15/14	Access A/V <ul style="list-style-type: none"> <li>• Black Magic Mini Converter – Analog to SDI (Ser. #2068661; Item Code – CONVMAAS2) - \$289.00</li> <li>• Decimator SDI to HDMI w/DeEmbedded Analog Audio (Ser. #DHB06506; Item Code – DECIMATOR-2) - \$289.00</li> </ul>
2/18/2015	Kingston HyperX 3K 240GB SATA III MLC Internal Solid State Drive (SSD) Stand-Alone Drive (Hard Drive for Studio Recording) – \$129.99
4/27/2015	Beachtek DXA-2T Dual XLR Adapter - \$179.00
4/27/2015	Bromwell 1/4-20” Tripod Plate - \$35.22
4/27/2015	Shure MX183 Omnidirectional Wired Lavalier Mic - \$185.00
4/28/2015	Pyle Pro PCT40 12 in One Cable Tester - \$32.99
5/11/2015	Canon HF R500 HD Flash Camcorder - \$269.00
5/21/2015	Impact 15 LB Sandbag x 3 – \$65.85 total
5/21/2015	Impact 8’ Air Cushion 4 Section Light Stand x 3 – \$98.85 total
5/21/2015	Magnus VT-4000 Tripod w/2 Way Fluid Head - \$159.95
5/21/2015	Manfrotto Quick Release Plate ¼” - \$23.43
6/30/2015	Cyber Acoustics 3-PC Subwoofer/Satellite System - \$39.95
6/30/2015	Pyle Pro PHA40 4 Channel Headphone Amplifier - \$14.99
6/30/2015	Senal SMH-1000 Studio Monitor Headphones – \$89.99

### ***11.3.2.d Assets, acquired and/or disposed***

In addition to assets added to the equipment list (11.3.2 c), capital assets were acquired from the Town through the Capital Equipment purchase request process as outlined in Section 11.5 of the Agreement between The Town of Bedford, Massachusetts AND Bedford Community Access Television, Inc. These assets have been added to our equipment list.

The following purchases were made by the Town, using the capital fund that is administered by the Town and The Cable Committee, for capital items which BCAT, Inc. requested:

- Access A/V Broadcast Pix Slate to Mica Upgrade (Ser. # BPM8061; Item Code - 940)
- Access A/V HP S230TM 23" EliteDisplay LED Touchscreen Monitor
- Black Magic Mini Converter - Analog to SDI (Ser. # 1862593; Item Code -CONVMAAS2)
- JVC GY-HM600 Camera
- Sachtler FSB-4 Tripod System
- 27 inch iMac Edit Computer

Bedford TV did not dispose of any assets in FY 2015. We are currently reviewing our inventory to compile a list of potentially disposable assets.

### ***11.3.2.e Fundraising activities***

BCAT, Inc. has raised \$1,007.50 in FY 2015 in program revenue from middle school classes offered through Bedford Youth and Family Services and a production class for adults offered through the Bedford Recreation Department. Bedford TV also sells DVDs at our studio and through our website. This year, we sold \$1,841 worth of DVDs with an additional \$142 sold through our website, [www.bedford.tv](http://www.bedford.tv).

We have raised funds this fiscal year for BCAT's reserve fund through the Community Partnership program, developing a media kit to present to potential community partners with a variety of investment levels from \$300 - \$1000. We raised \$2,225 in FY 2015 through Community Partnerships donations from Callahan's Karate, The Goddard School, Prince Street Café and Bakery and Whole Foods Market Bedford. We gave a portion of our funds raised (\$1,500) to Bedford High School students Josh Blakeley, Joe Neveux and Meghan Ryan as Bedford TV scholarship winners this fiscal year.

## ***11.3.2.f Reserve Fund and bank account balances***

### **Bedford Community Access Television FY 2015 Reserve Fund P&L July 2014 through June 2015**

	<u>YTD</u> <u>Jul/14 - Jun/15</u>
<b><u>Income</u></b>	
Fundraising - Donations	2,225.00
Bank Interest	17.60
<b>TOTAL REVENUE</b>	<u><u>2,242.60</u></u>
<b><u>Expenses</u></b>	
Miscellaneous	
Scholarships	1,500.00
<b>TOTAL EXPENSES</b>	<u><u>1,500.00</u></u>
Amount of net gain or deficit	742.60

### **Bedford Community Access Television FY 2015 Cash Accounts**

	<u>YTD</u> <u>June 30, 2015</u>
<b>BCAT Cash Account Balances</b>	
<b>Current Cash Assets</b>	
<b>Checking/Savings</b>	
1001 · Middlesex Checking	15,689.93
1011 · Middlesex Savings	25,288.12
1020 · BCAT Petty Cash	<u>17.78</u>
<b>Total Cash Assets</b>	<u><u>40,995.83</u></u>
<b>Allocation of BCAT Cash Balance Total</b>	
<b>BTV Operations - Bedford PEG Access Contract</b>	<b>15,108.37</b>
<b>BCAT Reserve from Donations &amp; Other Income</b>	<u><u>25,887.46</u></u>
<b>TOTAL</b>	<u><u>40,995.83</u></u>

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***11.3.2.g Auditor's Review Report from an independent certified public accountant on a date to be specified by the Town, but no sooner than August 15, 2016***

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Report to be provided in FY 2017, dependent upon date specified by the Town.

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***11.3.2.h Certificates of Insurance***

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# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
1/29/2014

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Clippership Insurance Agency P.O. Box 112  Kingston MA 02364	CONTACT NAME: Maura Balboni PHONE (A/C No. Ext): (781) 585-2522 FAX (A/C. No.): (781) 585-9415 E-MAIL: clipperins@comcast.net ADDRESS:
	INSURER(S) AFFORDING COVERAGE INSURER A MA Bay Insurance Company NAIC # 22306 INSURER B Hanover Insurance Company 22292 INSURER C Travelers 39357 INSURER D: INSURER E: INSURER F:
INSURED BEDFORD COMMUNITY ACCESS TELEVISION INC. P.O. BOX 203 BEDFORD MA 01730	

COVERAGES CERTIFICATE NUMBER: CL1412943845 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR INSR WYD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	X	ODN7788034	2/10/2014	2/10/2015	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000
	GENL AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC					
	AUTOMOBILE LIABILITY ANY AUTO ALL OWNED AUTOS HIRE/AUTO SCHEDULED AUTOS NON-OWNED AUTOS					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB EXCESS LIAB DEED RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N/A	WBN9013599	2/10/2014	2/10/2015	WC STATUTORY LIMITS OTHER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
C	Professional D and O Media Professional		105602027	4/20/2013	4/20/2014	\$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)  
 Town of Bedford is listed as an additional insured with regard to general liability only

CERTIFICATE HOLDER  leoc@verizon.net  Town of Bedford 10 Mudge Way Bedford, MA 01730	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE Joseph Balboni/JBALBO <i>Joseph P Balboni</i>
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# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
2/19/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Clippership Insurance Agency PO Box 112  Kingston MA 02364	<b>CONTACT NAME:</b> Maura Balboni <b>PHONE (AG No. Est):</b> (781) 585-2522 <b>FAX (AG No.):</b> (781) 585-9415	
	<b>E-MAIL ADDRESS:</b> _____	
<b>INSURED</b> BEDFORD COMMUNITY ACCESS TELEVISION INC. PO BOX 203  BEDFORD MA 01730	<b>INSURER(S) AFFORDING COVERAGE</b> <b>NAIC #</b>	
	INSURER A: Sentinel Insurance Company, LTD      11000	
	INSURER B: Travelers      39357	
	INSURER C: Hartford Accident and Indemnity      22357	
	INSURER D: _____	
	INSURER E: _____	
INSURER F: _____		

**COVERAGES**      **CERTIFICATE NUMBER:** CL1521948019      **REVISION NUMBER:** \_\_\_\_\_

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC			08SRANN1878	2/10/2015	2/10/2016	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (if a occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS NON-OWNED						
B	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED      RETENTION \$			105602027	4/20/2014	4/20/2015	EACH OCCURRENCE \$ AGGREGATE \$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	08WBCCS4262	2/10/2015	2/10/2016	WC STATU-TORY LIMITS    OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)  
 Town of Bedford is listed as an additional insured

**CERTIFICATE HOLDER**

Town of Bedford  
 10 Mudge Way  
 Bedford, MA 01730

**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



**CERTIFICATE OF LIABILITY INSURANCE**

DATE (MM/DD/YYYY)  
4/28/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> ClipperShip Insurance Agency PO Box 112  Kingston MA 02364  <b>INSURED</b> BEDFORD COMMUNITY ACCESS TELEVISION INC. 16 SOUTH RD FL 2  BEDFORD MA 01730		<b>CONTACT NAME:</b> Maura Balboni <b>PHONE (A/C, No, Ext):</b> (781) 585-2522 <b>FAX (A/C, No):</b> (781) 585-9415 <b>E-MAIL ADDRESS:</b> _____ _____ <b>INSURER(S) AFFORDING COVERAGE</b> <b>NAIC #</b> INSURER A: Sentinel Insurance Company, LTD 11000 INSURER B: Hartford Accident and Indemnity 22357 INSURER C: Travelers 39357 INSURER D: _____ INSURER E: _____ INSURER F: _____	
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**COVERAGES** **CERTIFICATE NUMBER: CL1542848117** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADOL SUBR (INSR, W/O)	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GENL AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER		088BAN01878	2/10/2015	2/10/2016	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000 Policy Fee \$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS		088BAN01878	2/10/2015	2/10/2016	COMBINED SINGLE LIMIT (Ea occurrence) \$ 2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N/A	08WEOCS4262	2/10/2015	2/10/2016	PER STATUTE <input type="checkbox"/> OTHER <input type="checkbox"/> E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
C	Professional Insurance		105602027	4/20/2015	4/20/2016	\$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
 Town of Bedford is listed as an additional insured

<b>CERTIFICATE HOLDER</b>  Town of Bedford 10 Mudge Way Bedford, MA 01730	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
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# Appendix A: Member List

Carol Amick  
 Dan Anderson  
 Julie Antriasian  
 Joe Barmashi  
 Bob Bass  
 Bob Batt  
 Sharon Bauer  
 Beth Bean  
 Ben Bosco  
 Julie Braschler  
 Dan Brosgol  
 Robert Brown  
 Becki Buchman  
 Justin Buchman  
 Jennifer Buckley  
 Halsey Burgund  
 Gretchen Carey  
 Susan Caulie  
 Leo Cierpial  
 Sean Clasby  
 Mitch Cohen  
 Matt Coughlin  
 Scott Counsell  
 Tom Crowther  
 Monika Cziria  
 Joe Damery  
 Larry Davis  
 Sam Duchman  
 Aidan Duncan  
 Robert Dutton  
 Arthur Ellis  
 Mary Kay Elloian  
 Carrie Endicott  
 Kathryn Eskandarian  
 Al Fay  
 Leslie Gabriel  
 John Giaquinto  
 Nick Giglio  
 Daisy Girifalco  
 Maxwell Goldman  
 Ken Gordon  
 Jason Gould  
 Mark Gustafson  
 Singe Hanson  
 Jano Heikmann  
 Lynne Hickox  
 Ken Hill  
 Robert Isenberg  
 Dan Johnson-Carter

Kerri Judge  
 Ben Kaplan  
 Avery Kaplan  
 Craig Kelly  
 Eleni Kent  
 Harry Keohan  
 Marty Kiel  
 Richard Killkelly  
 Gretchen Kind  
 Lea Ann Knight  
 Dawn Kociubes  
 Debbie Kostas  
 Don Koundakjian  
 Joe Kovaks  
 Judy Kravitz  
 David Lance  
 Penny Leslie  
 Pat Levan  
 Shiv Mandkur  
 Lata Mandkur  
 Sasha Manocha  
 Paul Marcus  
 Zach Martinkus  
 Marissa Masek  
 Nancy Masek  
 Sue McCombs  
 Sharon McDonald  
 Mark McLeod  
 Justin Medoff  
 Henry Miranda  
 Emily Mitchell  
 Melina Morris  
 Sandy Morvillo  
 John Niles  
 Colleen Nugent  
 Maureen Oates  
 Ryan Oullette  
 Eyasha Pandi  
 Josh Parrella  
 Carmen Peralta  
 Christine Pinney  
 Ted Poe  
 Anita Raj  
 Joe Ramage  
 Jared Rennich  
 Ryan Richard  
 Joe Richard  
 Lisa Ruben  
 Steve Schmitz

Ann Seamans  
 Jim Seaton  
 Joe Serra  
 Art Smith  
 Carlton Soohoo  
 Spencer Stevens  
 Maureen Sullivan  
 Leah Sullivan  
 Victor Tom  
 Matthew Tomasicek  
 Penpa Tsering  
 Julie Turner  
 Jan van Steenwijk  
 Rocco Vasile  
 Monica Viafiades  
 Lee Walus  
 Lisa Warhover  
 Marla Wellford  
 Jessica Wildfong  
 Alex Winkler  
 Leslie Wittman  
 Lee Yates  
 Allen Zhou  
 John Zupkus

# Appendix B: Email Blast

April News: Open House and Middle School class



## Come Visit Us at our Open House!

Bedford residents are invited to the Bedford TV Spring Open House on Wednesday, April 29th, 2015 from 7-8pm at the Bedford TV studio, at Old Town Hall, on the second floor, 16 South Rd. Take a tour of the studio and check out the new switcher. You'll have the chance to play with the equipment, and see what's it's like to use a green screen. Learn all about what Bedford TV has to offer. It's the perfect opportunity for you to see how you can be a part of Bedford TV. RSVP via [EventBrite](#).

## Shooting & Editing for TV for Middle School Students

This seriously fun course teaches first time students the basics of video production. This class will introduce you to some important shooting techniques. We will show you how to get your footage onto the computer and then begin the process of editing, which includes adding titles, transitions, and music. You will also learn about compression techniques and file formats needed for uploading video to the web.

Meets on Wednesdays (5/6, 5/13, 5/20 & 5/27) from 1-3

Location: BTV Studio, 16 South Road, Second Floor

Register at Bedford Youth and Family Services by calling 781 275 7727 or email [jessicas@bedfordma.gov](mailto:jessicas@bedfordma.gov)



### Ask Art!

Bedford fixture Art Smith answers questions from viewers about building codes, regulations, design...anything! Email him at [askartsmith@gmail.com](mailto:askartsmith@gmail.com) and your question could be answered during a show. Catch up on all the shows on [YouTube](#)



Bedford 2015 Annual Town Meeting

Don't forget If you missed town meeting, you can watch it and other town government meetings on Comcast Ch 99/Verizon Ch 40 and on [YouTube](#).

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Comcast Channels 8, 9, 99  
Verizon Channels 38, 39, 40

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