

BEDFORD TV



Bedford Community Access Television

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

Fiscal Year 2016

July 1, 2016 – June 30, 2016

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Overview

Bedford Community Access Television Inc. (BCAT), doing business as Bedford TV, is the contracted PEG service provider for the town of Bedford, MA. Bedford TV operates three channels on Comcast and Verizon cable systems and also provides programming through new media outlets such as Youtube and Facebook. As the media landscape changes, and cable subscriber numbers flatten, Bedford TV is committed to addressing and planning for these changes in order to continue to provide high level services to the town and build our audience across platforms.

During FY 2016 Bedford TV saw growth across all key metrics: programming, membership, training, facilities usage, and social media. The following report details our growth.

11.3.1 Programming and Membership Report

In FY16 Bedford TV 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 FY16 Bedford TV produced 825 total shows for a total of 645 hours of content. Of these shows 718 were locally produced, 64 were government meetings and 157 were originally aired live. This compares with FY15 where Bedford TV produced 782 total shows for a total of 634 hours of content. Of those shows 650 were locally produced, 63 were government meetings, and 135 were originally aired live. For more information on programming trend see Appendix A.

Our programming growth would not be possible without an active membership base. Membership numbers and engagement are critical to the operations of Bedford TV and in FY 2016 Bedford TV saw growth in both areas, with 50 new members representing a 38% increase to our total membership as well as training provided to 26 previously untrained members.

11.3.1.a Membership Growth, Training, & Activity

Bedford TV membership is free and available to all those who live, work, attend school, or belong to an organization in Bedford. Bedford TV'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. A complete list of members is included in Appendix B.

This year Bedford TV 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. This is up from two classes for FY15 and we are projecting four classes for FY17. These classes meet after school on Wednesdays for four weeks and students learn the basics of field production, studio production, and post-production. There is also an advanced production course for students who have already taken the basic class but want to continue to build their production knowledge.

For high school aged students Bedford TV offered students community service for filming and editing local town and school events. These students were trained in field production and post-production and then went out to cover events in town. BCAT also continued to train students to produce the daily announcements show “BHS Live” each morning before school. This program airs live both within the school and on BCAT every school day at 7:45.

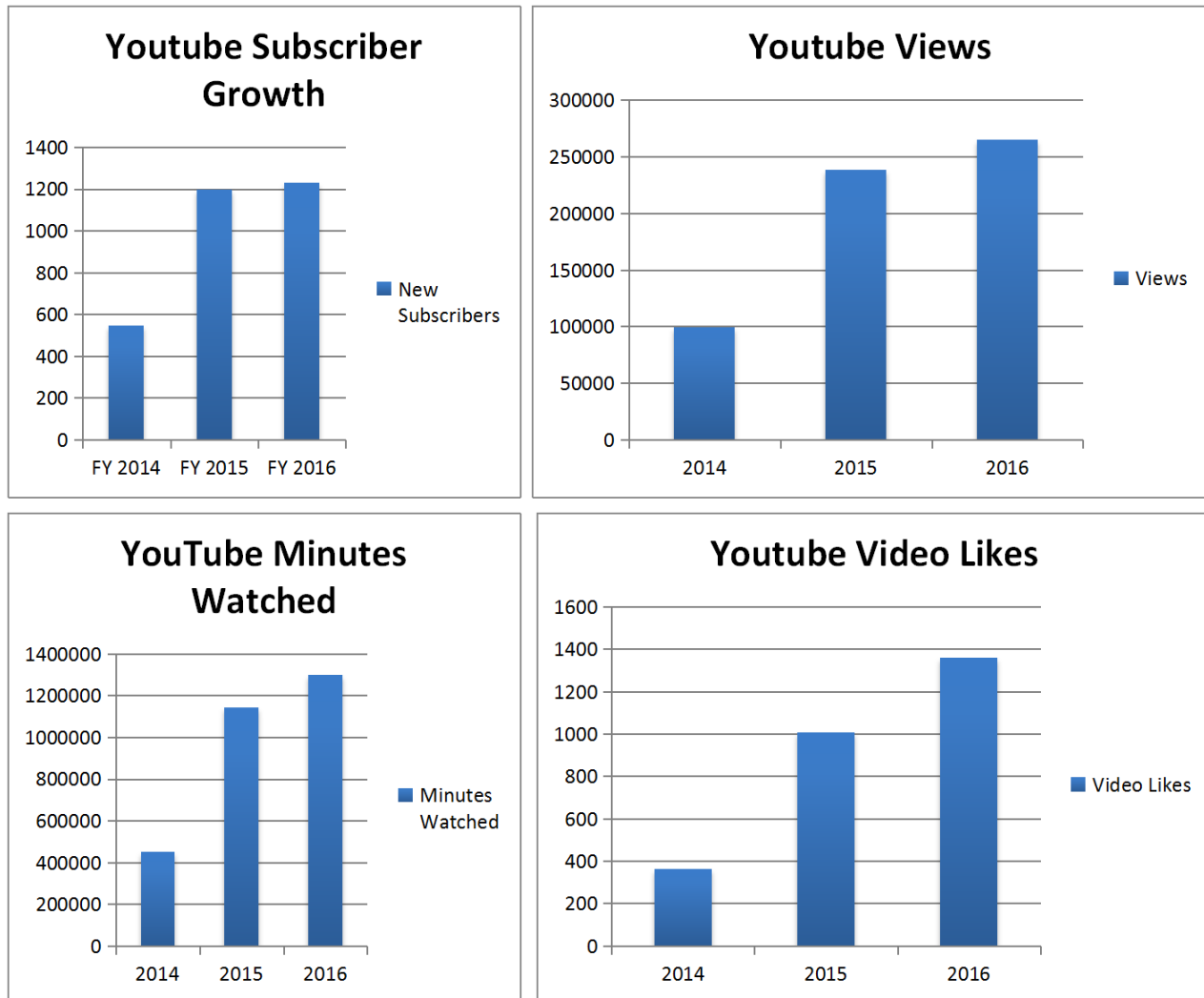
For non-school aged members we offered a number of different training options for members. Much of our field production training consists of one-on-one instruction from a Bedford TV staff member and is both project specific and catered to the needs of the individual member. Rather than having one size fits all training, we have found it more effective to train members specifically for project 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 field production training that covers more complex shooting situations.

While most of our field production instruction is one-to-one, we also hold group classes for post-production and studio production. This year we trained 23_ members in post-production using Final Cut Pro X. These members were taught in classes of two students and learned the basics of editing using archival footage so they could start working on their own projects. For studio production, we trained 15 members. Many of these members were trained over the course of several weeks while working on different productions, but we also held group classes for students who wanted to learn more in a single session. These classes were held leading up to a live news broadcast and the students ended the class by helping out on a live show.

In FY16 we also held a class, “Intro to Documentary Production.” This class was open to students who had previously completed our intro to post-production and intro to field production courses. Due to their prior training this class was able to get into more detail about documentary styles and the class worked together to produce a “Day in the Life of Lane School” video as a culminating project. With more and more members completing our introductory classes our goal is to offer more advanced classes in FY17.

In addition to training for our members, Bedford TV also offers internships to BHS students and local college students. In FY16 Bedford TV had four summer interns. One was a student entering his junior year at BHS, two were incoming seniors, and one was a Bedford student attending Boston University. The interns helped with the day-to-day operations of the station, but also worked to produce their own original content. One of these videos, a promotional video for Bedford TV, won an award from the National Alliance for Community Media, for the best Access Promo in the student 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 ATTACHED EMAIL BLAST}. 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 FY15 Bedford TV had 238,135 views, 1,143,055 estimated minutes watched, and 1,198 new subscribers. In FY16 those numbers increased dramatically to 264,589 views, 1,299,588 estimated minutes watched, and 1,231 new subscribers. For more detail on our social media statistic see figure 1 ahead.

Figure 1: Social Media Statistics

11.3.1.b Equipment Use

Our field cameras were used for a total of 425 hours in FY16, of those hours, a microphone kit was used for 397 hours. Additionally, we had 286 hours of studio time used at Old Town Hall, 370 hours of editing time, and 68 hours of time recording audio in our studio. We also had 127 hours of equipment usage in the Selectmen's Meeting Room.

These numbers show growth across the board with the one exception of audio recording in studio. In FY 15 Our field cameras were used for a total of 406 hours in FY15, with a microphone kit used for 305 of those hours. Additionally in FY15, 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.

The increases derive from our increase in membership and the decline in audio recording in the studio is due to members using the Shure X2u XLR to audio adapter to do more sound work within the edit suite, rather than booking separate time to record audio in the studio.

11.3.1.c List of Projects Completed

The programming that was put together by Bedford TV members and staff varies widely in content and our programming growth has increased the variety of programming options for our viewers. For a complete list of our programs see below:

PUBLIC

33rd Birthday H.H. Trajang Rinpoche
 Advent Fair Promo
 Autumn Leaves of Bedford
 Bedford Backstage
 Bedford Common
 Bedford Day Host Roundtables
 Bedford Day Parade
 Bedford Historical Society Presentations
 Bedford Memories
 Bedford Multicultural Festival
 Bedford TV Open House Presentation
 Bedford's Neighbor Lexington
 Benjamin Patton at the VA
 BEST Color Run
 BHS Live
 BHS Sports Report
 BHS Spotlight
 Breakfast with Santa
 BTV Throwback
 BYFS Lectures
 CC Clowsbee & Company
 Chamber Connections
 Chinese New Year Celebration
 Chuck Frate's COA Tappers
 Citizen of the Year Interview
 Combat Veterans Motorcycle Association
 Community Conversations
 Dalai Lama 80th Birthday Celebration
 Dan Breen Lecture Series
 Diamondz Ink TV
 Dr. Joseph Warren Early American Revolutionary War Hero
 Dr. Nora Shine Lecture: The Talk
 Fantasy 15
 Fourth of July Fireworks
 Friends for Matty Gold Ribbon Gala
 Holiday Greetings
 Holiday House Tour
 Hopeful Aging
 Kalimist: Change Like Money
 Katrina Gustafson Concert
 Mental Fitness 101
 Nature Sounds
 Physician Focus

Pole Capping 2016
 Pool with Penpa
 Prescription Drug Addiction Special
 Pretty. Simple. Gardens.
 Professor John Kienzle History Lectures
 PTSD Demystified
 Recreation Dance Recital
 Restless Atlantic
 Rotary Run 2016
 Video Game Fight Club
 Smedley's Veterans for Peace
 Story Behind the Story
 Supervise Me
 The Chef's Table
 The Consumer Toolbox
 The Legal Edition
 The Sports Scholars
 Tibet Parliament Speech
 Tick and Mosquito Diseases (A-Z)
 Trunk or Treat
 Unintelligent Design
 Veterans Day Ceremonies
 Watch City Steampunk Festival
 Zumba at COA

Music

Allen Zhou: TIE Music Video
 Armen Paul Music Videos
 Armen Paul, Music Videos
 Bedford Backstage
 Bucapella Live
 Chuck Reunion Concert
 Concerts on the Common
 Flatbread Concert
 Lane School Concert at the COA
 Mike Kelly Music Videos
 Penpa Tsering – Tibetan Music in the BTV Studio
 Pretentious Fools Concerts
 Ricky Ratpack
 Wizard Music with John Kienzle

Live

BTV News
 The Wrestling Kennection

Churches

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

PSAs

Addiction PSA
Applefest Promo
BTV News Promo
BTV Promos
Community Partners
Feeding America
Guys Night Out
Mass Respite PSA
Mind Your Meds
The List

EDUCATION

Best Buddies
BHS Captain Leadership
BHS Live
Citizen's Scholarship Foundation Awards
Ceremony
JGMS Moving On
Lane School Talent Show
Middlesex Community College Concerts
Teacher Appreciation
Ted X Conference at BHS

BHS Extracurricular Activities

Basketball Games
BHS Fashion Show
Festival of Plays
Football Games
LABBB Special Olympics
Vertical Concerts
Graduation
Women of Science Competition

GOVERNMENT

Consumer Affairs
All Politics is Local - Peter Koutoujian
Bedford VA: Veterans Stand Down
Beyond the Badge
CMS & You
Hanscom Homecoming
VA Hospital Innovation Fair
Middlesex Update
Rappin with the Rep
Sound Off
The Mass Factor
VA Creative Arts Festival
Vettes for Vets
Your Federal Government

Government Meetings

Bedford Citizens' Caucus
Bedford Selectmen Meetings
Planning Board Meetings
Safe Routes to School Meeting
School Committee Meetings
Town Meetings

11.3.1.d Summary of Activities from PEG programming

PUBLIC

In FY16 Bedford TV's public programming was mostly derived from locally produced content and was supplemented by bicycled programming from other towns 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, and much more. 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 FY16 see section 11.3.1.c.

Bedford TV strives to make the show submission process as easy as possible for volunteers. In FY16 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 DVD's, 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.

EDUCATION

In FY16 Bedford TV maintained strong relationships with all of the public schools in Bedford as well as Middlesex Community College and the LABBB program. 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 programming from the college including their World of Music Concert Series.

Bedford TV continued to work with high school students by training them to work on the daily live morning announcements show BHS Live, and offering community service hours for event coverage. Students who used BCAT for community service hours filmed a number of school events such as sports games, and one student also produced a video on leadership that will be used to train sports captains on best practices.

Bedford TV also continued its internship program. This program has been running for the last eight years and traditionally has four interns each summer. Three current BHS students and one alumni 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 students produced a number of videos including a promotional video for the station that won a national award from the Alliance for Community Media for best student production in the Access Program Promo category. This is the second consecutive year that Bedford TV interns have received national recognition for their work. For a complete list of Education shows from FY16 see section 11.3.1.c.

GOVERNMENT

A significant portion of Bedford TV's government programming is derived from the coverage of town governmental boards. Currently, Bedford TV covers every Selectmen, Planning Board, and School Committee meeting as well as major town governmental meetings such as Annual Town Meeting and public hearings. In FY16 Bedford TV covered 64 government meetings, which represented 127 hours of programming.

In addition to government meetings, Bedford TV works with other local government organizations to produce and share programming. In FY16 Bedford TV 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 FY16 see section 11.3.1.c.

11.3.1.e Complaints and Public Comments

In Q3 of FY16 we received complaints about intermittent issues with the Comcast modulators resulting in small periods of downtime. These modulators have since been replaced and the new digital modulator has not caused any signal issues.

In Q4 we had audio issues with Verizon channel 38, audio was silent at times and distorted at others. We received a number of complaints about this issue. After determining that the problem was likely downstream from the control room at Old Town Hall we contacted Verizon and had difficulty getting a technician to look at the problem due to the strike of Verizon workers. The problem was fixed after a week and we did receive a follow up call from Verizon technicians after the end of the strike, but while the issue was being resolved we received many calls from our viewers who were disappointed with the outage.

We do however, track social media engagement and that can be a useful metric of viewer interest and engagement. In FY16 we received 1,359 likes on youtube, a 35% increase from FY15 and 1,216 shares, a 114% increase from FY15. Likewise on Facebook we saw a 22% increase in page "likes," putting our total at 433 at the end of the fiscal year.

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 2016 PEG Access Income vs. Budget
July, 2015 through June, 2016**

	YTD <u>Jul/15 - Jun/16</u>	Budget <u>Jul/15 - Jun/16</u>
<u>Income</u>		
Town PEG support revenue	179,572.50	180,430.00
Program Revenue	1,100.00	500.00
DVD Sales	2,586.27	500.00
TOTAL REVENUE	<u>183,258.77</u>	<u>181,430.00</u>

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

Bedford Community Access Television
FY 2016 PEG Access Expenses vs. Budget
 July, 2015 through June, 2016

<u>Expenses</u>	<u>YTD</u> <u>Jul/15 - Jun/16</u>	<u>Budget</u> <u>Jul/15 - Jun/16</u>
Labor		
Employee Wages	116,409.20	117,670.00
Employee Health Insurance	3,538.06	4,600.00
Payroll Taxes	16,500.12	11,500.00
Payroll Service Charges	1,460.54	1,500.00
Contract/Freelance Labor	<u>23,913.50</u>	<u>16,500.00</u>
Sub total	<u>161,821.42</u>	<u>151,770.00</u>
Equipment		
Non-capital equipment purchases	830.48	3,500.00
Equipment repair	<u>135.00</u>	<u>2,000.00</u>
Sub total	<u>965.48</u>	<u>5,500.00</u>
Facility		
Internet/phone	3,113.83	3,300.00
Custodial/Cleaning	1,300.00	1,700.00
Studio & Sets Maintenance	<u>153.04</u>	<u>300.00</u>
Sub total	<u>4,566.87</u>	<u>5,300.00</u>
Insurance		
Worker's Comp Insurance	615.00	500.00
Commercial General Liability Ins.	2,365.00	3,000.00
Media Directors, Officers	<u>3,880.00</u>	<u>3,600.00</u>
Sub total	<u>6,860.00</u>	<u>7,100.00</u>
Government Fees		
MA form PC	<u>53.50</u>	<u>90.00</u>
Sub total	<u>53.50</u>	<u>90.00</u>
Organizational Expenses		
Volunteers and Interns	1,041.00	1,000.00
Community Outreach	1,528.08	2,000.00
Web Hosting	194.36	120.00
Miscellaneous	<u>300.00</u>	<u>0.00</u>
Sub total	<u>3,063.44</u>	<u>3,120.00</u>

Bedford Community Access Television
FY 2016 PEG Access Expenses vs. Budget (Page 2)
July, 2015 through June, 2016

	YTD <u>Jul/15 - Jun/16</u>	Budget <u>Jul/15 - Jun/16</u>
Professional Development		
Conference Fees	47.00	1,000.00
Dues and Subscriptions	140.00	500.00
Training	0.00	1,000.00
Travel	0.00	250.00
Sub total	<u>187.00</u>	<u>2,750.00</u>
Professional Services		
Certified Public Accountant	3,500.00	2,500.00
Bookkeeping	674.00	1,000.00
Sub total	<u>4,174.00</u>	<u>3,500.00</u>
Supplies		
I.T. Supplies	274.18	600.00
Office Supplies	555.18	600.00
Postage	115.74	100.00
Production Supplies	3,021.16	1,000.00
Sub total	<u>3,966.26</u>	<u>2,300.00</u>
TOTAL EXPENSES	185,657.97	181,430.00
Amount of net gain or deficit	-2,399.20	0.00

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

8/4/2015 – Panasonic Link2Cell Bluetooth Enabled Phone KX-TG7875S - \$123.71

8/11/2015 – Apple LaCie 3 TB d2 Thunderbolt 2/USB 3.0 Hard Drive - \$318.70

11/12/2015 – Adorama Inc. LED Bicolor on Camera Light - \$50.00

12/3/2015 – Auray Telescoping Table Mic Stand - \$12.00

12/3/2015 – Shure MX-183 Omnidirectional Wired Lavalier Mic - \$185.00

12/3/2015 – Auray MS-5220T Tripod Mic Stand with Boom - \$29.99

1/26/2016 – Shure X2U XLR-to-USB Signal Adapter - \$111.08

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:

- Tightrope CBL-SX2HD-530 two channel HD server - \$25,295
- Tightrope Carousel CBL-CG330-SDI - \$3,295
- Aspen 1616HD-3G 16x16 HD-SDI Router - \$2,495
- 3x Blackmagic Design CONVMAAS2 Analog to HD-SDI converter with embed audio - \$269 each
- 2x Blackmagic Design CONVMASA4K HD-SDI to Analog with de-embed audio - \$269 each

Bedford TV did not dispose of any assets in FY 2016. We are currently reviewing our inventory to compile a list of potentially disposable assets.

11.3.2.e Fundraising activities

Bedford TV raised \$1,100 in FY 2016 in program revenue from middle school classes offered through Bedford Youth and Family Services. Bedford TV also sells DVDs at our studio and through our website. This year, we sold \$2,586 worth of DVDs with \$598 of that sold through our website, bedford.tv.

We also raised funds in FY 2016 for BCAT's reserve fund through the Community Partnership program, fundraising events at Flatbread of Bedford and Ken's NY Deli, and donations. Our fundraising total for FY 2016 was \$3,949 and our community partners were the Higgins Group Realtors, Suzzane and Company, the Goddard School, and Red Heat Tavern. We gave a portion of our funds raised (\$500) to Bedford High School student Danae Bucci as a Bedford TV scholarship this fiscal year.

11.3.2.f Reserve Fund and bank account balances

Bedford Community Access Television FY 2016 Reserve Fund P&L July 2015 through June 2016

	<u>YTD</u> <u>Jul/15 - Jun/16</u>
<u>Income</u>	
Fundraising - Donations	3,949.74
Bank Interest	34.35
TOTAL REVENUE	<u><u>3,984.09</u></u>
<u>Expenses</u>	
Miscellaneous	
Scholarships	500.00
TOTAL EXPENSES	<u><u>500.00</u></u>
Amount of net gain or deficit	3,484.09

Bedford Community Access Television FY 2016 Cash Accounts

	<u>YTD</u> <u>June 30, 2016</u>
BCAT Cash Account Balances	
Current Cash Assets	
Checking/Savings	
1001 · Middlesex Checking	1,950.12
1011 · Middlesex Savings	24,871.55
1020 · BCAT Petty Cash	<u>150.68</u>
Total Cash Assets	<u><u>26,972.35</u></u>
 Allocation of BCAT Cash Balance Total	
BTV Operations - Bedford PEG Access Contract	 -2,339.20
BCAT Reserve from Donations & Other Income	 <u>29,371.55</u>
TOTAL	<u><u>26,972.35</u></u>

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

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

11.3.2.h Certificates of Insurance



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).

PRODUCER Clippership Insurance Agency PO Box 112 Kingston MA 02364		CONTACT NAME: Maura Balboni PHONE (AC, No, Ext): (781) 585-2522 FAX (AC, No): (781) 585-9415 E-MAIL ADDRESS:															
INSURED BEDFORD COMMUNITY ACCESS TELEVISION INC. 16 SOUTH RD FL 2 BEDFORD MA 01730		<table border="1"> <thead> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A: Sentinel Insurance Company, LTD</td> <td>11000</td> </tr> <tr> <td>INSURER B: Hartford Accident and Indemnity</td> <td>22357</td> </tr> <tr> <td>INSURER C: Travelers</td> <td>39357</td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </tbody> </table>		INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: Sentinel Insurance Company, LTD	11000	INSURER B: Hartford Accident and Indemnity	22357	INSURER C: Travelers	39357	INSURER D:		INSURER E:		INSURER F:	
INSURER(S) AFFORDING COVERAGE	NAIC #																
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INSURER C: Travelers	39357																
INSURER D:																	
INSURER E:																	
INSURER F:																	

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	ADDL SUBR INSD WVD	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 GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		08SBANN1878	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 checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS		08SBANN1878	2/10/2015	2/10/2016	COMBINED SINGLE LIMIT (Ea accident) \$ 2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$												
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$					<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE 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	08WECCS4262	2/10/2015	2/10/2016	<table border="1"> <thead> <tr> <th></th> <th>PER STATUTE</th> <th>OTH-ER</th> </tr> </thead> <tbody> <tr> <td>E.L. EACH ACCIDENT</td> <td></td> <td>\$ 1,000,000</td> </tr> <tr> <td>E.L. DISEASE - EA EMPLOYEE</td> <td></td> <td>\$ 1,000,000</td> </tr> <tr> <td>E.L. DISEASE - POLICY LIMIT</td> <td></td> <td>\$ 1,000,000</td> </tr> </tbody> </table>		PER STATUTE	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
	PER STATUTE	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																
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

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
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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
5/2/2016

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 PO Box 112 Kingston MA 02364		CONTACT NAME: Maura Balboni PHONE (AC, No, Ext): (781) 585-2522 FAX (AC, No): (781) 585-9415 E-MAIL ADDRESS:														
INSURED Bedford Community Access 16 South Rd Fl 2 Bedford MA 01730		<table border="1"> <thead> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A: Sentinel Insurance Company, LTD</td> <td>11000</td> </tr> <tr> <td>INSURER B: Hartford Accident and Indemnity</td> <td>22357</td> </tr> <tr> <td>INSURER C: Travelers</td> <td>39357</td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </tbody> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	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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INSURER F:																

COVERAGES **CERTIFICATE NUMBER: CL165248817** **REVISION NUMBER:**

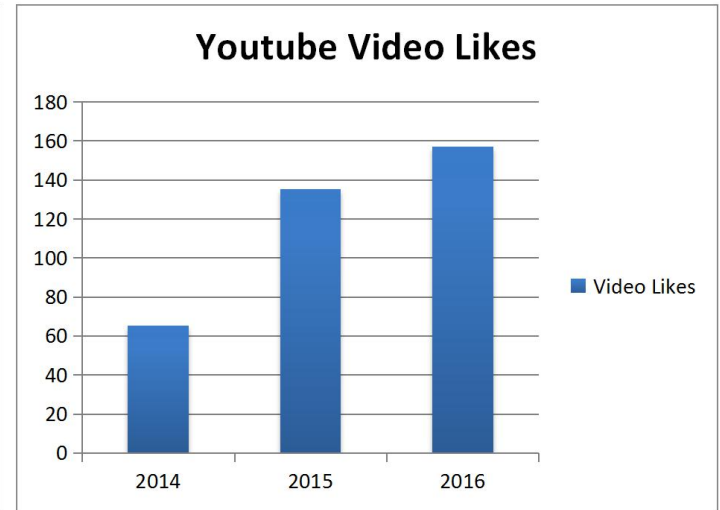
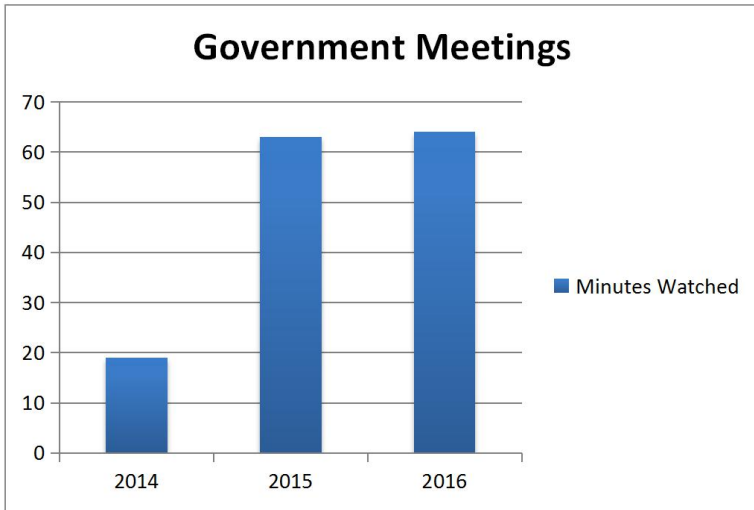
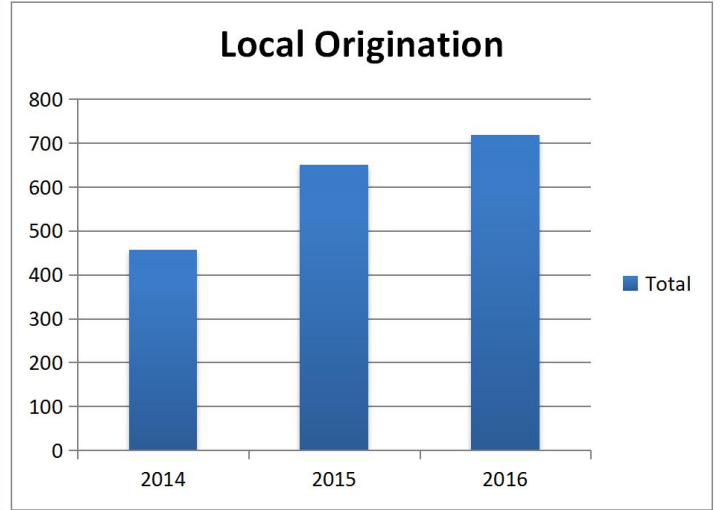
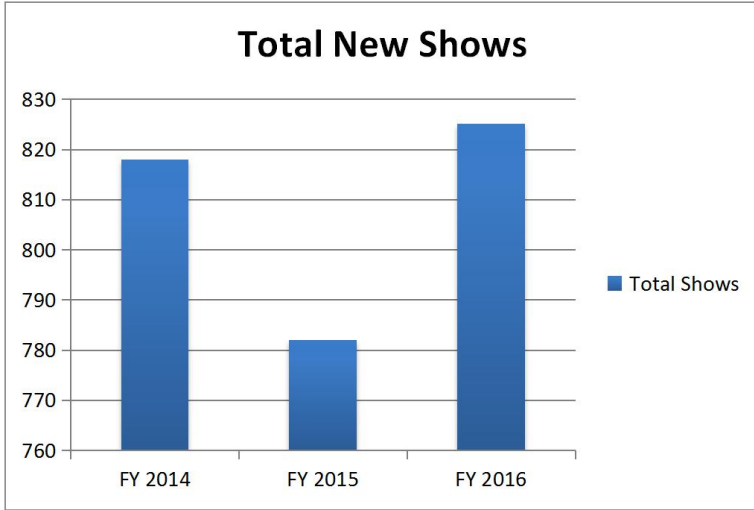
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE 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	ADDITIONAL SUBROGATION (INSR WVD)	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 GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:	X	08SBANN1878	2/10/2016	2/10/2017	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 AUTOB
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA/LIB <input type="checkbox"/> 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	08WECCS4262	2/10/2016	2/10/2017	PER STATUTE 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
C	Professional E and O		105602027	4/20/2016	4/20/2017	\$1,000,000

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Appendix A: Programming Trends



Appendix B: Member List

Carol Amick	Arthur Ellis	Adeline Lu	Art Smith
Dan Anderson	Mary Kay Elloian	Michael Mahoney	Janelle Smith
Julie Antriasian	Carrie Endicott	Shiv Mandkur	Carlton Soohoo
Meghan Avery	Sultan Ennab	Lata Mandkur	Spencer Stevens
Michael Barkan	Kathryn Eskandarian	Sasha Manocha	Maureen Sullivan
Joe Barmashi	Al Fay	Paul Marcus	Leah Sullivan
Bob Bass	Joey Ficara	Zach Martinkus	Victor Tom
Bob Batt	Kate Ford	Marissa Masek	Matthew Tomasicek
Sharon Bauer	Leslie Gabriel	Nancy Masek	Penpa Tsering
Beth Bean	Andrea Garraway	Robin Mason	Julie Turner
Tyler Billouin	John Giaquinto	Sue McCombs	Jan van Steenwijk
Reginald Blanchard	Nick Giglio	Sharon McDonald	Rocco Vasile
Ben Bosco	Daisy Girifalco	Mark McLeod	Monica Viafiades
Julie Braschler	Maxwell Goldman	Devin McMahan	Candace Walsh
Wayne Braverman	Ken Gordon	Steve McMahan	Lee Walus
Fionna Brennan	Jason Gould	Justin Medoff	Lisa Warhover
Dan Brosgol	Prakhar Gupta	Devon Messecar	Marla Wellford
Robert Brown	Mark Gustafson	James Millar	John Wiedey
Pam Bruno	Janel Halupowski	Henry Miranda	Jessica Wildfong
Becki Buchman	Singe Hanson	Emily Mitchell	Maria Wilson
Justin Buchman	Jano Heikmann	Melina Morris	Alex Winkler
Jennifer Buckley	Jackie Heller	Sandy Morvillo	Elizabeth Wirth
Laura Bullock	Lawrence Herz	John Niles	Leslie Wittman
Halsey Burgund	Lynne Hickox	Colleen Nugent	Lee Yates
Chris Campbell	Ken Hill	Maureen Oates	Jun Yin
Erin Campbell	Eric Hon-Anderson	Ryan Oullette	Allen Zhou
Gretchen Carey	Ali Hon-Anderson	Eyasha Pandi	John Zupkus
Kevin Carey	Robert Isenberg	Josh Parrella	
Susan Caulie	Dan Johnson-Carter	Carmen Peralta	
Leo Cierpial	Kerri Judge	Robert Pespisa	
Sean Clasby	Ben Kaplan	Christine Pinney	
Andrea Cleghorn	Avery Kaplan	Ted Poe	
Matt Clement	Michael Kelley	Helen Pulizzi	
Amy Coffey	Craig Kelly	Anita Raj	
Mitch Cohen	Eleni Kent	Joe Ramage	
Matt Coughlin	Harry Keohan	Jey Ramasamy	
Scott Counsell	Marty Kiel	Karthikeyan Ramu	
Jaime Craven	Richard Killkelly	Jared Rennich	
Tom Crowther	Gretchen Kind	Ron Reynolds	
Joey Cruz	Lea Ann Knight	Ryan Richard	
Alison Cservenschi	Dawn Kociubes	Joe Richard	
Chris Culitty	Debbie Kostas	Alex Rosier	
Monika Cziria	Don Koundakjian	Lisa Ruben	
Joe Damery	Joe Kovaks	Jared Rushanan	
Larry Davis	Terri Kramer	Sarah Ryals	
Marko Deperalta	Judy Kravitz	Steve Schmitz	
Karen Derosas	David Lance	Ann Seamans	
Kyle Draper	Tina Langone	Jim Seaton	
Sam Duchman	Penny Leslie	Ariana Seymourian	
Aidan Duncan	Pat Levan	Dana Shahar	
Robert Dutton	Hongyan Lin	Daniel Skorupka	

Appendix C: E-Mail Blast



Open House
Thursday, April 14th, 5:30-7:30pm



- Are you curious about what goes on behind the scenes at a TV station?
- Do you have a good idea for a television show?
- Would you like to learn more about film theory?
- Do you ever watch TV and think, I could do that!?
- Would you like to play with our state-of-the-art, high-def recording equipment?
- Do you make videos at home?
- Are you interested in volunteering or interning with us?

April, 2016

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RSVP NOW

If you answered yes to any of these questions, you should come to the Bedford TV Open House on Thursday, April 14th at 5:30 p.m. There will be a Special Presentation on Film History & Theory by Greg Dolan at 6:30 p.m.



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