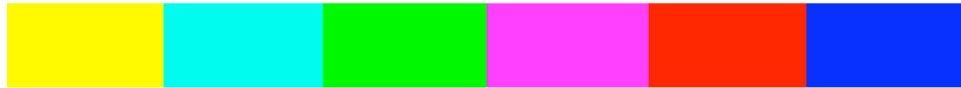


# **BEDFORD TV**



**Bedford Community Access Television**

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

**Fiscal Year 2017**

**July 1, 2016 – June 30, 2017**

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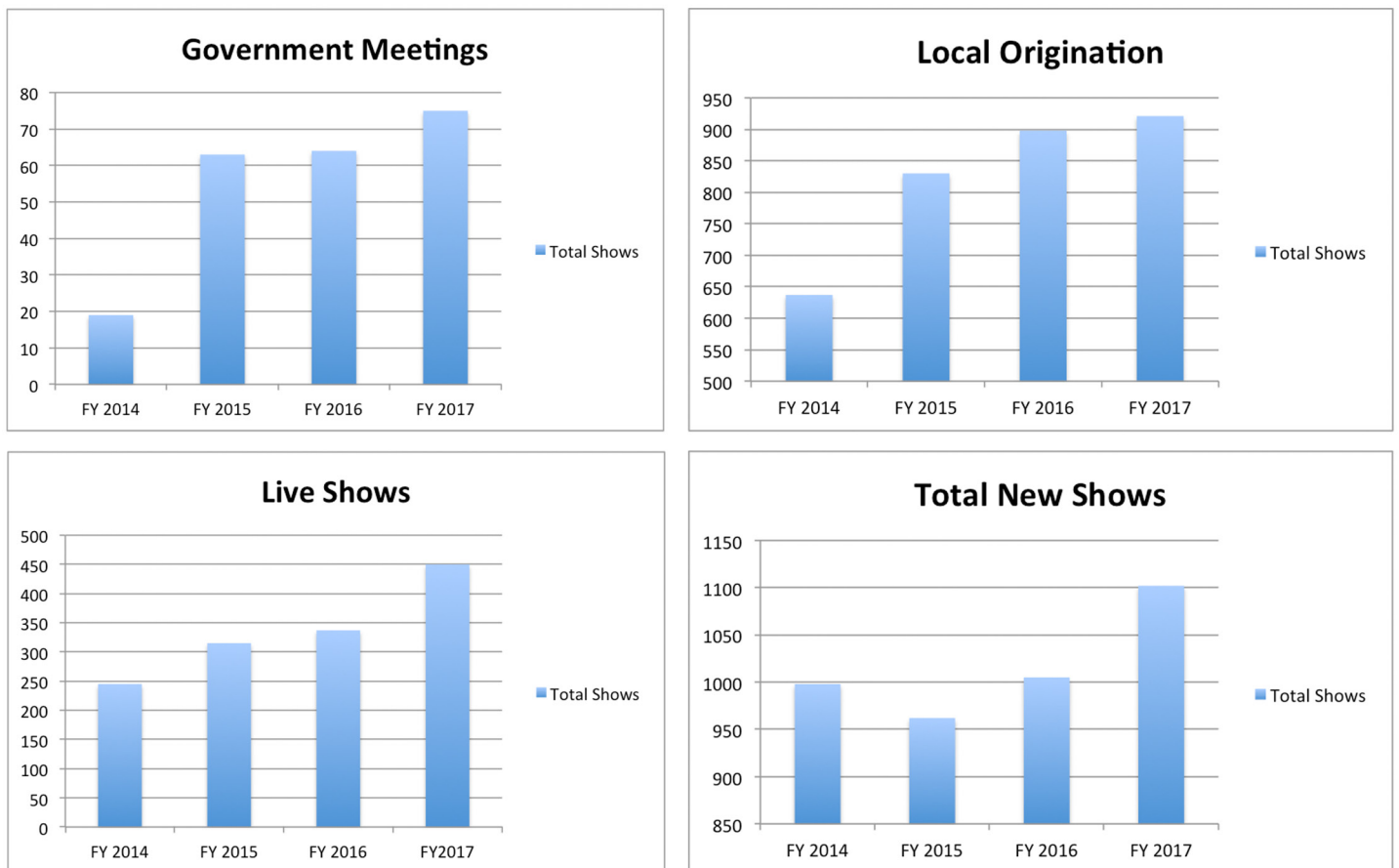
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# Overview

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 all platforms.

During FY 2017 Bedford TV saw growth across all key metrics: programming, membership, training, facilities usage, and social media. The following report details our growth. See figure 1 for more details on the programming trends:

**Figure 1: Programming Trends**



Bedford TV was also recognized by the Alliance for Community Media (ACM), the leading national PEG advocacy group, as the best station in the country with a budget under \$300,000. This award was presented at the ACM Annual Conference in Minnesota in July of 2017.

# 11.3.1 Programming and Membership Report

In FY17 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. Bedford TV programming was also made available through Youtube to provide on-demand access to PEG programming.

In FY17 Bedford TV produced 1,102 total shows for a total of 724 hours of content. Of these shows 921 were locally produced, 75 were government meetings and 450 were originally aired live, including 180 episodes of BHS Live. This compares with FY16 where Bedford TV produced 1,005 shows for a total of 645 hours of content. Of those shows 898 were locally produced, 64 were government meetings, and 337 were originally aired live. For more information on programming trends see Figure 1 on the previous page.

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 2017 Bedford TV saw growth in both areas, with 44 new members representing a 32% increase to our total membership as well as training provided to 42 previously untrained members.

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

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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. We keep a complete list of our members and it is available upon request of the town.

This year Bedford TV had a number of training options for our members. For our youngest students, those in the Job Lane Elementary School, we offered two classes through the Bedford Recreation Department. These two classes took place in January and April and student interest was high with one class having eight students enrolled and the next reaching capacity at ten students. These classes met once a week for six weeks for one and one half hours each. Students learned the basics of video production including production and on-air skills. Bedford TV received \$150 per student for the Lane School courses.

For middle school students we offered classes through Bedford Youth and Family Services (BYFS). This is up from three classes for FY16 and we are again 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. Bedford TV received \$150 per student for the middle school classes through BYFS. Middle School students who completed the two BYFS class were also eligible for a once per week drop in class at a charge of \$10

per week. These classes allowed students to continue learning and producing videos at the station after they had gone through the formal classes offered.

Additionally, Bedford TV is piloting two weeklong courses in the summer for elementary and middle school students through the Recreation Department. The pilot classes will be running in July of 2017.

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. Bedford TV 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 Bedford TV every school day at 7:45 AM.

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.

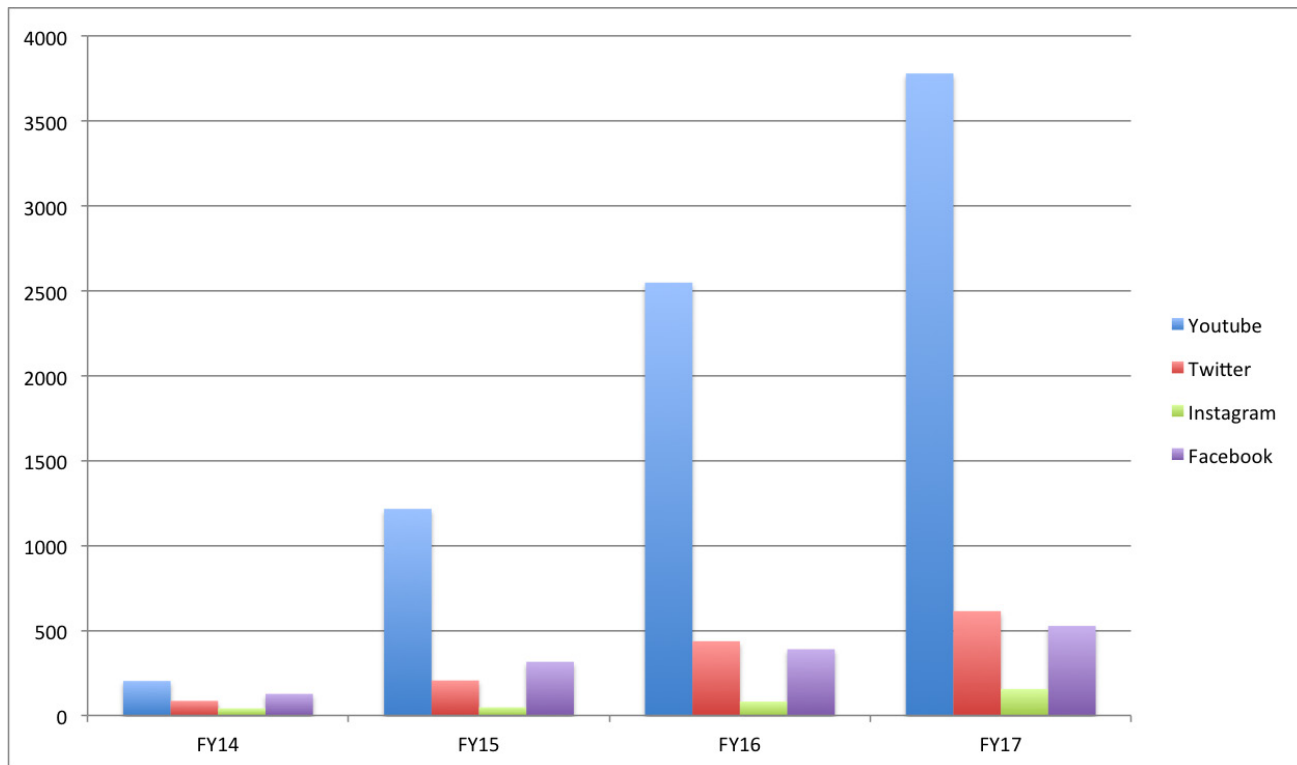
While most of our field production instruction is one-to-one, we also hold group classes for post-production and studio production. This year we trained 34 members in post-production using Final Cut Pro X. These members were taught in classes of two students and learned the basics of editing using archival footage so they could start working on their own projects. For studio production, we trained 30 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.

In addition to training for our members, Bedford TV also offers internships to BHS students and local college students. In FY17 Bedford TV had four interns. The interns helped with the day-to-day operations of the station, but also worked to produce their own original content.

Bedford TV also worked to build a better sense of community and collaboration amongst its members in FY 2017. For example Bedford TV started a monthly volunteer meet up program designed to give access hosts and volunteers a chance to develop relationships that will promote collaboration on programming. The first meet up was in June and was well attended. Participants were encouraged to reverse their usual roles with hosts working behind the scenes and crew taking the chance to work in front of the camera. Similar meet ups are planned in the months to come and will have a different activity each time.

Additionally, in November, Bedford TV held its first BTV Awards Ceremony. The event, held in the Great Room at Old Town Hall, was a celebration to recognize the many volunteers that help out at the station. This red-carpet event brought the whole BTV community together, from the people you see on TV, to the people behind the scenes. These awards were all about celebrating and appreciating the hard work of the many volunteers involved with the station and promoting a sense of community.

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 A. We also kept in touch with our members through social media outlets such as Facebook, Twitter, Instagram and YouTube. The increase in Bedford TV’s online presence is evident when looking at the statistics provided by YouTube. In FY16 Bedford TV had 264,589 views, 1,299,588 estimated minutes watched, and gained 1,231 new subscribers. In FY17 our YouTube viewership increased with 288,721 views, 1,358,590 estimated minutes watched, and 1,059 new subscribers. For more detail on our social media statistics see Figure 2 on the next page.

**Figure 2: Social Media Subscriber Count**

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

Our field cameras were used for a total of 447 hours in FY17, of those hours, a microphone kit was used for 411 hours. Additionally, we had 373 hours of studio time used at Old Town Hall, and 415 hours of editing time. We also had 131 hours of usage in the Selectmen's Meeting Room.

These numbers show growth from FY 16. In FY16 our field cameras were used for a total of 425 hours, with a microphone kit used for 397 of those hours. FY 16 also had 370 hours of editing time and 127 hours of equipment usage in the Selectmen's Room.

The increases derive from the increase in local origination shows produced in FY17 and increased class participation.

## ***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**

#### **Churches**

First Church of Christ  
First Parish  
Hancock Church  
Heritage Park Baptist Church  
Interfaith Services  
International Church of God  
St. Paul's Episcopal Church  
Trinity Covenant Church

#### **Music:**

Allen Zhou Studio Session  
Armen Paul Studio Session + Music Videos  
Bedford Backstage  
Cowboy Mike Kelley  
Tibetan Music with Penpa Tsering  
VA Creative Arts Festival  
Wizard Music with John Kienzle

#### **PSAs**

Bedford TV PSA  
Candy Buyback Program  
Why Vote

#### **Misc.**

ACM Conference Coverage  
Ask Art  
Bedford Day Coverage  
Bedford Backstage  
Bedford Historical Society Lectures  
Bedford TV Annual Report  
Bedford TV Awards  
Bedford TV Lecture Series  
Bedford TV News  
Bedford TV Throwback  
Breakfast with Santa  
CC Clownsbee and Company  
Celebrate Life  
Chamber Connections  
COA On Air  
COA Speaker Series  
Common Video Mistakes

Election Day Journal  
Fetch it Halloween  
Friends for Matty  
Holiday Greetings  
Hopeful Aging  
John Kienzle Africa Lectures  
Just Say Guay  
Lantern Festival  
Life Matters  
Love Kennection  
Nature Sounds  
Nice 2 Meet Ya!  
Physician Focus  
Pretty. Simple. Gardens.  
Professor Daniel Breen Lecture Series (Presented by the Bedford Library)  
The Chef's Table  
The Fancy Kind  
The Legal Edition  
The Sports Scholars  
The Wrestling Kennection  
Trunk or Treat  
Revels  
Senior Scene  
Spiritually Speaking  
Summer Rec Basketball  
Tibetan Music and Events  
Videogame Fight Club  
Wizard Music  
Women Inspired  
Zontar: The Show from Bedford

## EDUCATION

A Day in the Life of Lane School  
BHS Fashion Show  
BHS Live  
BHS Sports  
BPS Technology Showcase  
Citizen's Scholarship Foundation Awards Night  
Graduation  
Lane School Getting Bigger  
MCC Student Concert  
Moving On Ceremony  
School Concerts  
Teacher Appreciation  
Tenacity Challenge, Middle and High School  
Women of Science Competition  
World of Music Concert Series (Middlesex  
Community College)

## GOVERNMENT

### Meetings:

Planning Board  
Public Forums  
School Committee  
Selectmen  
Town Caucus  
Town Meeting

### Misc.

Bedford Common  
Bedford VA: Reelin with a Feelin  
Bedford VA: Bedford Green  
Beyond the Badge  
Citizen of the Year Coverage  
Congress on Your Corner: Seth Moulton  
Consumer Affairs  
CMS & You  
Election Coverage  
Governor Baker at Bedford Rotary Club  
Massachusetts House of Representatives  
Memorial Day Coverage  
Middlesex Update  
Rappin' with the Rep (Ken Gordon)  
Sound Off  
Veterans Day Coverage  
Your Federal Government



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

### **PUBLIC**

In FY17 Bedford TV's public programming was mostly derived from locally produced content and was supplemented by bicycled programming from other towns. 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 FY17 see section 11.3.1.c.

Bedford TV strives to make the show submission process as easy as possible for volunteers. In FY17 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 Telvue Connect, and they submitted videos through our website using the sendthisfile application.

One particular area of focus this year for our public access producers was to find opportunities for them to collaborate more on programming. Members were encouraged to contact volunteers to help produce their own shows and volunteer meet ups allowed volunteers to connect with each other to learn how they could collaborate on programming.

### **EDUCATION**

In FY17 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 school concerts.

Bedford TV also continued its internship program. This program has been running for the last nine years and traditionally has four interns each summer. Four interns 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. For a complete list of Educational shows from FY17 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 FY17 Bedford TV covered 75 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 FY17 Bedford TV worked with the Edith Norse Rodgers Memorial Veterans Hospital , 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. For a complete list of Government shows from FY17 see section 11.3.1.c.

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

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On September 21st, the Tightrope Media Systems (TRMS) SX-2HD Video Server that controls playback for the station started experiencing playback issues which caused programming to not play as scheduled. In working with TRMS, it was determined that there was an issue with the system drive and to fix it, the drive would need to be replaced. This service was covered by the service contract on the machine and was performed at no cost to BCAT. While the server was being repaired, Bedford TV swapped in a TRMS SX-4 in order to resume playback and minimize down time. The SX-2HD is now repaired and has been working with no issues since its return.

Bedford TV then received a report of over modulated audio on Verizon Channel 38 on December 1st, which was then quickly corrected by tweaking levels on the distribution amplifier that feeds that channel.

Later in the year, Bedford TV received feedback that levels sounded high on Verizon channel 40 on June 1st. The problem was traced to an audio distribution amplifier that was then adjusted by BCAT staff, fixing the issue.

# 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 2017 Peg Access Income vs. Budget  
July 2016 through June 2017**

	<b>YTD July/16 - Jun/17</b>	<b>BCAT Budget July/16 - Jun/17</b>
<b><u>Income — Operations</u></b>		
Franchise Revenue	\$188,211.25	\$190,805.00
Class Revenue	\$3,843.80	\$1,000.00
DVD Copies	\$3,215.32	\$1,500.00
<b>Total Income — Operations</b>	<b>\$195,270.37</b>	<b>\$193,305.00</b>

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

**Bedford Community Access Television**  
**FY 2017 PEG Access Expenses vs. Budget**  
**July 2016 through June 2017**

	<b>YTD</b> July/16 - Jun/17	<b>BCAT Budget</b> July/16 - Jun/17
<b><u>Expense — Operations</u></b>		
Salaries	\$124,790.27	\$120,330.00
Payroll Taxes	\$12,157.67	\$12,800.00
Total — Salaries +Taxes	\$136,947.94	\$133,130.00
Contract Labor	\$19,629.25	\$30,675.00
Technical Support/Services	\$0.00	\$500.00
Total — Contract Labor	\$19,629.25	\$31,175.00
Facility		
Internet/phone	\$2,830.29	\$2,832.00
Janitor/Cleaning	\$1,400.00	\$1,300.00
Studio & Sets	\$205.38	\$300.00
Total — Facility	\$4,435.67	\$4,432.00
Government Fees	\$88.50	\$90.00
Insurance		
Worker's Comp Insurance	\$704.00	\$550.00
Employee Dental Insurance	\$117.33	\$0.00
Employee Medical Insurance	\$651.93	\$0.00
Media Directors, Officers	\$3,985.00	\$3,880.00
General Liability, Commercial	\$2,591.00	\$2,365.00
Total — Insurance	\$8,049.26	\$6,795.00
Organizational Expenses		
Volunteer	\$560.30	\$500.00
Miscellaneous	\$0.00	\$300.00
Community Outreach	\$1,994.91	\$2,000.00
Web Hosting	\$32.95	\$33.00
Student/Intern supplies	\$516.92	\$500.00
Total — Organizational Expenses	\$3,105.08	\$3,333.00

**Bedford Community Access Television**  
**FY 2017 PEG Access Expenses vs. Budget (Page 2)**  
**July 2016 through June 2017**

	<b>YTD</b>	<b>BCAT Budget</b>
	<b>July/16 - Jun/17</b>	<b>July/16 - Jun/17</b>
Professional Development		
Conference Fees	\$1,500.00	\$1,000.00
Conference Travel Expenses	\$741.32	\$250.00
Dues and Subscriptions	\$882.00	\$500.00
Professional Development Training	\$335.69	\$1,000.00
<b>Total — Professional Development</b>	<b>\$3,459.01</b>	<b>\$2,750.00</b>
Supplies		
Production Supplies & Expenses	\$1,368.48	\$1,000.00
Computer (I.T.) Supplies	\$599.41	\$600.00
Office	\$666.16	\$600.00
Postage	\$178.09	\$100.00
<b>Total — Supplies</b>	<b>\$2,812.14</b>	<b>\$2,300.00</b>
Professional Fees		
CPA	\$3,500.00	\$3,500.00
Bookkeeping	\$928.00	\$700.00
Payroll Service	\$991.00	\$1,600.00
<b>Total — Professional Fees</b>	<b>\$5,419.00</b>	<b>\$5,800.00</b>
Operating Capital		
Office Furniture	\$433.23	\$500.00
Office Equipment	\$438.52	\$500.00
Production Equipment	\$1,910.64	\$2,500.00
<b>Total — Operating Capital</b>	<b>\$2,782.39</b>	<b>\$3,500.00</b>
<b>Total Expense — Operations</b>	<b>\$186,728.24</b>	<b>\$193,305.00</b>
<b>Net Income (Loss) from Operations</b>	<b>\$8,542.13</b>	<b>\$0.00</b>

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

- 7/6/2016 – Amazon - Canon P23-DH V printing calculator - \$23.84
- 7/22/2016 – Walmart – Haier 2.7 cu. ft. refrigerator - \$83.94
- 7/22/2016 – B & H Photo – Lens Adaptor (Bello Lens ADA Canon EOS body to Can FD LEN) - \$31.50
- 9/15/2016 – B & H Photo – Tec-Nec Triple Side Non-Flashing Light On-A (TEFSL1) - \$68.95
- 10/6/2016 – Bed, Bath, & Beyond – Simple Human 50L garbage can - \$39.99
- 10/13/2016 – Amazon – HP OfficeJet Pro 8710 Wireless All-in-One Printer - \$109.99
- 10/13/2016 – Amazon – Asurion 3-year office product protection plan (printer) - \$9.78
- 11/16/2016 – B & H Photo – Olm-2 lavalier microphone - \$119.95
- 11/28/2016 – Amazon – LaCie d2 Thunderbolt-2 & USB 3.0 Desktop Hard Drive 3TV (9000492U) - \$279.94
- 1/10/2017 – Amazon – APC Back-UPS Pro 1500VA UPS Battery Backup & Surge Protector (BR1500G) - \$172.87
- 1/10/2017 – Amazon (Life and Home) – Boston HARBOR Swing Arm Adjustable Table Lamp, Brushed Nickel - \$27.99
- 1/31/2017 – B & H Photo – Blackmagic Design Micro Converter HDMI to SDI - \$85.00
- 4/26/2017 – Amazon – Tribesigns Computer Desk, 47” Modern Simple Office Desk Computer Table Study Writing Desk for Home Office, Light Walnut - \$97.99
- 5/2/2017 – Amazon – LaCie d2 Thunderbolt 2 USB 3.0 4TB Professional Desktop Storage (9000493U) - \$299.99
- 5/18/2017 – Amazon – APC Back-UPS Pro 1500VA UPS Battery Backup & Surge Protector (BR1500G) - \$166.42
- 6/7/2017 – Amazon – SentrySafe HD4100CG Fire-Safe Waterproof File - \$67.27
- 6/7/2017 – Amazon – Seagate Expansion 4TB Desktop External Hard Drive USB 3.0 (STEB4000100) - \$99.99
- 6/7/2017 – Amazon – Dirt Devil Vacuum Cleaner Quick Lite Plus Bagless Corded Upright Vacuum (UD20015) - \$38.10
- 6/27/2017 – Amazon – AmazonBasics Lightweight On-Ear Headphones – Black x 3 (\$14.99 each) - \$44.97
- 6/27/2017 – Amazon – Sony MDRZX110NC Noise Cancelling Headphones- \$33.99
- 6/28/2017 – B & H Photo – Ruggard Onyx 45 Camera/Camcorder Shoulder Bag (RUVSY145B)- \$19.95
- 6/28/2017 – B & H Photo – Bubblebee Industries Windbubble Miniature Imitation-Fur Windscreen (Lav Size 4, 42mm, Black (BUBBIL04B)- \$27.00
- 6/28/2017 – B & H Photo – Shure WL183 Omnidirectional Lavalier Microphone (SHWL183) x 2 (\$92.50 each) - \$185.00
- 6/29/2017 – Sweetwater Sound – Focusrite 2x2 USB2 Audio Interface (SN:V466298133244, ITEM #Scarlet2i2G2) - \$149.99
- 6/29/2017 – Sweetwater Sound – JBL 5” LSR 3 Series Monitor (SN: DY0006-102046, DY0006-101844; ITEM #LSR305) x 2 (\$149.00 each) - \$298.00
- 6/30/2017 – Staples – Carder Chair (136815)- \$199.99

### ***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:

27" Apple iMac – 3.2 GHz quad-core Intel Core i5, Turbo Boost up to 3.6 GHz, 8 GB 1867MHz DDR3 SDRAM – two 4 GB, 1 TB Serial ATA Drive @ 7200 rpm, AMD Radeon R9 M380 with 2GB video memory - \$1,799

Canon EOS 5D DSLR Video Production Kit with 24-105mm f/4L USM AF Lens - \$3,292

Matrox Monarch HDX, SDI streaming box - \$1,995

Bedford TV also received two grants for equipment in FY17, one from the Bedford Cultural Council to fund the purchase of an M-Disk DVD burner and M-Disks to archive Bedford Oral History programming in an archival format and another from the Bedford Rotary club for \$1,799 to fund the purchase of an additional iMac editing computer to help meet class demand. The items are on the BCAT owned equipment list below.

<b>Equipment Type</b>	<b>Brand</b>	<b>Model</b>	<b>In Use/ Not in use</b>	<b>Original Price</b>	<b>Acquisition Date</b>	<b>Funding Source</b>
Computer	Apple	27" iMac	in use	\$1,691.00	5/1/2017	Bedford Rotary Club Grant
DVD Burner (M-Discs)	Samsung	SE-218GN/RSBD	in use	\$139.99	11/28/2017	Bedford Cultural Council Grant

Bedford TV did not dispose of any assets in FY 2017. We are currently reviewing our inventory to compile a list of potentially disposable assets.

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

Bedford TV raised \$3,843.80 in FY 2017 in program revenue from elementary school and middle school classes, including the drop in class, up from \$1,100 in FY 2016. Bedford TV also sells DVDs at our studio and through our website. This year, we sold \$3,215 worth of DVDs, up from \$2,586 in FY 2016.

We also raised funds in FY 2017 for BCAT Inc, through the Community Partnership program, a fundraising event at Red Heat Tavern, grants, and donations. Our gross fundraising total for FY 2017 was \$3,890. 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 (\$1,500) to graduating BHS students who had volunteered extensively with the station through the academic careers in Bedford. We also spent \$1,899.98 in grant money on an iMac edit computer, and M-Disc burner, and M-Discs, as required by the grants.

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

#### **Bedford Community Access Television FY 2017 Cash Accounts**

	<b>YTD July/16 - Jun/17</b>
<b><u>BCAT Cash Account Balances</u></b>	
Current Cash Assets	
<b><u>Checking/Savings</u></b>	
Middlesex Checking	\$7,073.02
Middlesex Savings	\$29,862.24
BCAT Petty Cash	\$111.61
<b>Total Cash Assets</b>	<b>\$37,046.87</b>
<b><u>Allocation of BCAT Cash Balance Total</u></b>	
BTV Operations - Bedford PEG Access Contract	\$7,684.63
BCAT Reserve from Donations & Other Income	\$29,362.24
<b>TOTAL</b>	<b>\$37,046.87</b>



**Bedford Community Access Television  
FY 2017 Reserve Fund P & L  
July 2016 through June 2017**

	<b>YTD July/16 - Jun/17</b>
<b><u>Fundraising Income</u></b>	
Fundraising	
Grants	\$2,007.98
Donations	\$1,328.31
Other Fundraising Income	\$500.00
Bank Interest	\$54.38
<b>Total Fundraising Income</b>	<b>\$3,890.67</b>
<b><u>Fundraising Expense</u></b>	
Fundraising Expenses	
Fundraising Supplies	\$500.00
Scholarships Granted	\$1,500.00
Production Equipment (BCAT, Inc. Owned)	\$1,899.98
<b>Total Fundraising Expense</b>	<b>\$3,899.98</b>
<b>Net Income (Loss) from Fundraising</b>	<b>-\$9.31</b>

***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 not requested by the Town in FY2017

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



# 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).

<b>PRODUCER</b> Clippership Insurance Agency PO Box 112  Kingston MA 02364	<b>CONTACT NAME:</b> Maura Balboni <b>PHONE (A/C, No, Ext):</b> (781) 585-2522 <b>E-MAIL ADDRESS:</b>	<b>FAX (A/C, No):</b> (781) 585-9415
	<b>INSURER(S) AFFORDING COVERAGE</b>	
<b>INSURED</b> Bedford Community Access 16 South Rd Fl 2  Bedford MA 01730	<b>INSURER A:</b> Sentinel Insurance Company, LTD <b>NAIC #</b> 11000	
	<b>INSURER B:</b> Hartford Accident and Indemnity <b>22357</b>	
	<b>INSURER C:</b> Travelers <b>39357</b>	
	<b>INSURER D:</b>	
	<b>INSURER E:</b>	

**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	ADDL INSD	SUBR 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	2/10/2016	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 - COM/POP AGG \$ 4,000,000 ACTORS \$
	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) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <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

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
 Town of Bedford is 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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# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
2/6/2017

**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.**

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<b>PRODUCER</b> Clippership Insurance Agency PO Box 112  Kingston MA 02364  <b>INSURED</b> Bedford Community Access 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>  <table style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: center;">INSURER(S) AFFORDING COVERAGE</th> <th style="text-align: center;">NAIC #</th> </tr> <tr> <td>INSURER A: Sentinel Insurance Company, LTD</td> <td style="text-align: center;">11000</td> </tr> <tr> <td>INSURER B: Hartford Accident and Indemnity</td> <td style="text-align: center;">22357</td> </tr> <tr> <td>INSURER C: Travelers</td> <td style="text-align: center;">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> </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 #														
INSURER A: Sentinel Insurance Company, LTD	11000														
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INSURER C: Travelers	39357														
INSURER D:															
INSURER E:															
INSURER F:															

**COVERAGES**      **CERTIFICATE NUMBER: CL172649246**      **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 INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY			08SBANN1878	2/10/2017	2/10/2018	EACH OCCURRENCE \$ 2,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	<input checked="" type="checkbox"/>					DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						MED EXP (Any one person) \$ 10,000
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC						PERSONAL & ADV INJURY \$ 2,000,000
	OTHER:						GENERAL AGGREGATE \$ 4,000,000
	AUTOMOBILE LIABILITY						PRODUCTS - COMP/OP AGG \$ 4,000,000
	<input type="checkbox"/> ANY AUTO						XCYBR \$
	<input type="checkbox"/> ALL OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> HIRED AUTOS						BODILY INJURY (Per person) \$
	<input type="checkbox"/> SCHEDULED AUTOS						BODILY INJURY (Per accident) \$
	<input type="checkbox"/> NON-OWNED AUTOS						PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB						
	<input type="checkbox"/> OCCUR						EACH OCCURRENCE \$
	EXCESS LIAB						AGGREGATE \$
	<input type="checkbox"/> CLAIMS-MADE						
	DED						
	RETENTION \$						
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			08WECCS4262	2/10/2017	2/10/2018	PER STATUTE
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)						OTH-ER
	If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				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

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

<b>CERTIFICATE HOLDER</b>  admin@bedford.tv  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  Joseph Balboni/JBALBO <i>Joseph Balboni</i>
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### CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

2/9/2017

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<b>PRODUCER</b> Clippership Insurance Agency PO Box 112  Kingston MA 02364	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2"><b>CONTACT NAME:</b> Maura Balboni</td> </tr> <tr> <td><b>PHONE (A/C, No. Ext):</b> (781) 585-2522</td> <td><b>FAX (A/C, No):</b> (781) 585-9415</td> </tr> <tr> <td colspan="2"><b>E-MAIL ADDRESS:</b></td> </tr> <tr> <td colspan="2" style="text-align: center;"><b>INSURER(S) AFFORDING COVERAGE</b></td> </tr> <tr> <td><b>INSURER A:</b> Sentinel Insurance Company, LTD</td> <td><b>NAIC #</b> 11000</td> </tr> <tr> <td><b>INSURER B:</b> Hartford Accident and Indemnity</td> <td><b>22357</b></td> </tr> <tr> <td><b>INSURER C:</b> Travelers</td> <td><b>39357</b></td> </tr> <tr> <td><b>INSURER D:</b></td> <td></td> </tr> <tr> <td><b>INSURER E:</b></td> <td></td> </tr> <tr> <td><b>INSURER F:</b></td> <td></td> </tr> </table>	<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>INSURER A:</b> Sentinel Insurance Company, LTD	<b>NAIC #</b> 11000	<b>INSURER B:</b> Hartford Accident and Indemnity	<b>22357</b>	<b>INSURER C:</b> Travelers	<b>39357</b>	<b>INSURER D:</b>		<b>INSURER E:</b>		<b>INSURER F:</b>	
<b>CONTACT NAME:</b> Maura Balboni																					
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<b>INSURER F:</b>																					
<b>INSURED</b> Bedford Community Access 16 South Rd Fl 2  Bedford MA 01730																					

**COVERAGES** **CERTIFICATE NUMBER:** CL172949252 **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 INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <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:	X		08SBANN1878	2/10/2017	2/10/2018	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 - COM/OP AGG \$ 4,000,000 XCYBR \$	
A	<b>AUTOMOBILE LIABILITY</b> <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	X		08SBANN1878	2/10/2017	2/10/2018	COMBINED SINGLE LIMIT (Ea accident) \$ 2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$	
	<input type="checkbox"/> <b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <input type="checkbox"/> <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$	
B	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N	N/A	08WECCS4262	2/10/2017	2/10/2018	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	<b>Professional Coverage E &amp; O</b>			105602027	4/20/2017	4/20/2018	\$1,000,000	

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)**  
 Twon of Bedford is 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  Joseph Balboni/JBALBO <i>J. Balboni</i>
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# Appendix A: E-Mail Blast

News for May: Best Station! Program for grades 8-8. Meetup for volunteers.

[View this email in your browser](#)

## BEDFORD TV

Bedford Community Access Television

### Best Station!

Bedford TV is immensely proud to announce that we won **“Overall Excellence in Public, Education or Government Community Access TV”** in our budget category. This honor from the National Alliance for Community Media Hometown Video Festival is the highest accolade a public access station can get! We want to thank everyone involved from the board, to the staff, to our amazing volunteers - YOU make Bedford TV the great station that it is!



*Learn how to create and star in shows for kids by kids!*



## VIDEO PRODUCTION SUMMER PROGRAM



register at  
[www.bedfordrecreation.org](http://www.bedfordrecreation.org)



We use the Bedford TV Studio, green screen and professional cameras to teach you all about making a TV show from planning to production.

July 24-28 (Entering Grades 6-8)  
12-3 PM  
Bedford TV Studio, 16 South Rd.  
Fee: \$179/Session

There's still some room in our summer Video Production program for middle-schoolers (entering Grades 6-8). Sign up via the Bedford Recreation [website](#). The program for Grades 3-5 is full.

**host Meetup**

YOU'RE INVITED TO A

**TUESDAY, JUNE 13, 1-3PM**

Join us for a Meetup with other show hosts and volunteers for a chance to network. There will be a presentation on the technical aspects of what goes in to running a show and some time to ask questions and exchange ideas.

**RSVP: [events@bedford.tv](mailto:events@bedford.tv)**

Whether you're a seasoned show host, or just interested in learning how a show works, you are welcome to come to our first in a series of monthly Meetups. The first one will be held in the afternoon - the next will be an evening. RSVP by emailing [events@bedford.tv](mailto:events@bedford.tv)