



Bedford Community Access Television

ANNUAL REPORT

Fiscal Year 2021

July 1, 2020 – June 30, 2021

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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 continues to evolve, and cable subscriber numbers flatten, Bedford TV has proven its commitment 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 2021 Bedford TV saw growth across key metrics such as programming, membership, training, and social media. The typical operations of Bedford TV underwent a temporary change in FY21 to better serve the needs of our community in the face of the COVID-19 pandemic. We committed ourselves to recording and livestreaming as many government meetings, athletic games, and other community related events as possible both remotely and in-person, while residents attended from the comfort of their homes. The following report details the FY21 growth and decline.

11.3.1 Programming and Membership Report

In FY21 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.

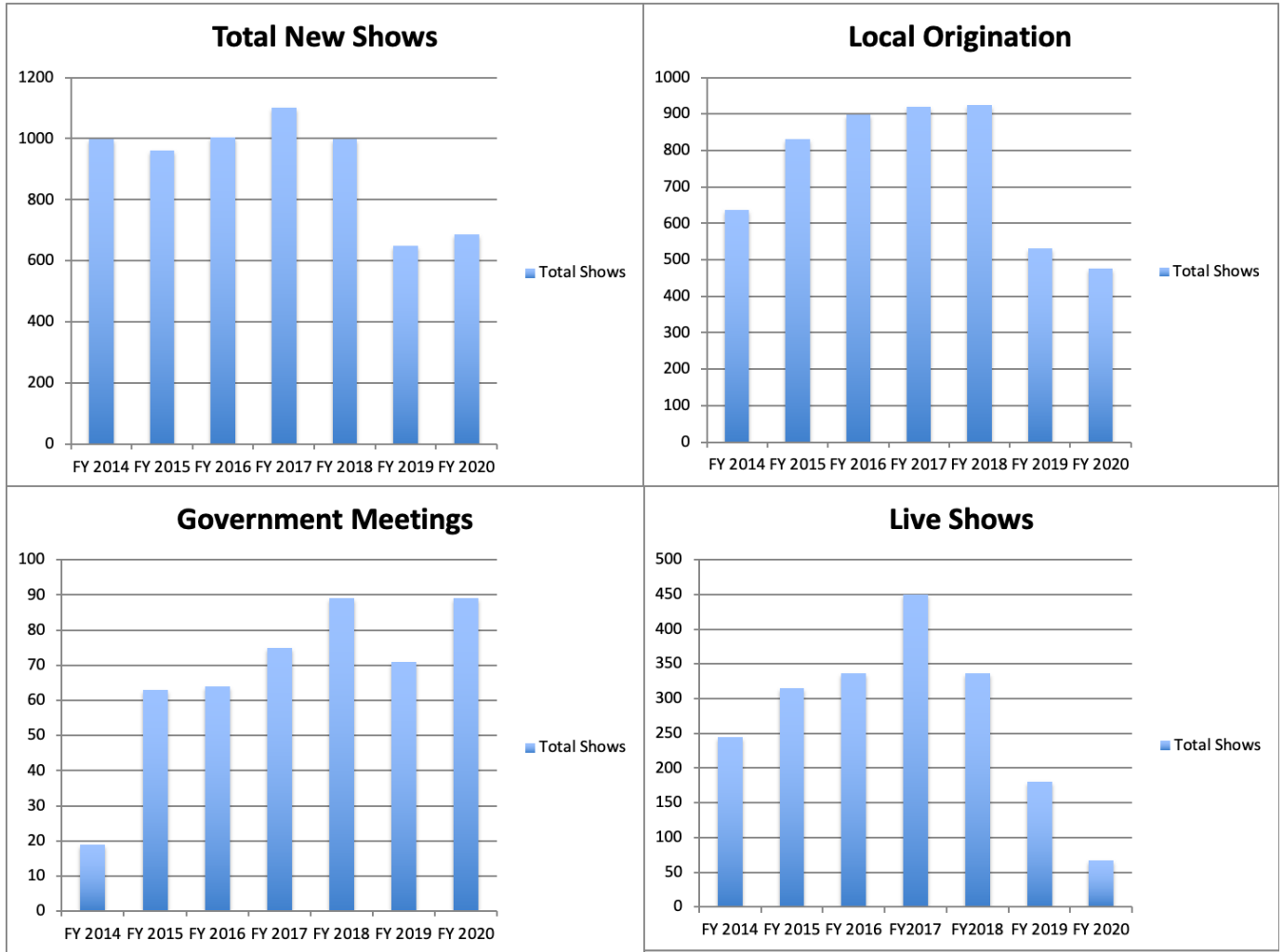
In FY21 Bedford TV produced 636 total new shows for a total of 778 hours of content. Of these shows 595 were locally produced, 303 were government meetings and 2 originally aired live. These programs were Bedford TV's Annual Meeting and a 9-hour live video fundraiser, organized to benefit the Bedford Community Table/Pantry. No other programs aired live in our studio, due to it being closed during the COVID-19 pandemic.

This compares with FY20 where Bedford TV produced 687 total new shows for a total of 570 hours of content. Of these shows 476 were locally produced, 89 were government meetings and 67 were originally aired live.

Although the total number of new programs decreased, the total hours of programming content increased dramatically by 228 hours from FY20 to FY21. The large decrease in live broadcasts is due to the Bedford TV facility being closed during the COVID-19 pandemic, all government committees and boards meeting remotely, and the inability to air remote programming live over IP. The current system only allows for remote programming to air live over fiber. During this time, such programs were instead streamed live to YouTube and rebroadcasted on the cable channels. For more information on programming trends see Figure 1: Programming Trends on the next 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 2020 Bedford TV saw growth in both areas, with 30 new members as well as training provided to 32 previously untrained members.

Figure 1: Programming Trends



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

This year Bedford TV had a few training options for our members. During Q1, we offered an Intro to iPhone Videography course to adults and children ages 12 and up. The class aimed to teach students the basics of making creative videos with their cell phone. Students learned what settings to use when recording video, how to stabilize footage, and how to export footage with ease. We also taught techniques students could use in productions such as films, interviews, and live events. 7 students successfully participated in and completed this class, and 1 one was a rising BHS freshman. To be cognizant of the financial hardships some families may have been going through due to the pandemic, we offered this class with 3 payment tiers: Full price, half price, or free. All payment choices were kept confidential. The class met twice weekly for 3 weeks.

For the remainder of FY21, most instruction for Lane, JGMS and BHS students were held informally and were free of charge. For example, students participated in the creation of an in-progress documentary about

diversity in Bedford. Students met weekly over Zoom with members of the Bedford TV staff and a member of the Rotary Club. During these meetings, staff and students would discuss the topics for the video, develop interview questions, and brainstorm potential interviewees. Roles for crew members were assigned, and many of the students set up interviews with their subjects on Zoom. The project was put on hold due to time constraints of the staff and students, but significant headway was made during the process.

Although the Bedford TV facility was closed to the general public for the entirety of FY 21, virtual and in-person training opportunities were still available. 8 interns, and 2 volunteers were trained to use Open Broadcaster Studio (OBS) to record and live stream virtual productions such as the Bedford TV News, Bedford Government Meetings, Bedford Free Public Library Winter Lecture Series, Bedford Health and Human Services webinars, and Bedford Public School Events. Students and adult volunteers were trained on-site to record and live stream Bedford High School varsity sports, a tour of the Job Lane house, and a MCC World of Music concert. Members of the BHS Musical video crew were trained outside of the Bedford TV facility to use our Canon Vixia cameras to record their theatrical production.

For high school and middle school aged students Bedford TV offered students community service for filming and editing local town and school events that were of value to their community. These included Freshmen, JV and Varsity sports, Bedford High School Graduation, Annual Town Meeting, Bedford TV News, Bedford High School Reopening PSA, Primary and General Election Voting PSA, and more.

A pre-recorded Student Showcase was assembled by the Bedford TV staff, and live premiered on YouTube in Q1. Students and their families tuned in from the comfort of their homes since we were still unable to gather in person at that time.

As Bedford TV began to reopen to our members, editors were welcomed into the facility in late FY21. Two editors were given refresher training on the software so that they could pick up from where they left off on their productions pre-pandemic. We also continued to provide one-on-one training to volunteers who were working on productions at home on an as-needed basis through screensharing and phone calls. Most of this individual training was based in video production editing, was project specific, and catered to the individual needs of the member.

This year was unusual in relation to how we would normally provide training. Formal group training sessions and peer-to-peer help on productions at Bedford TV were not possible. Monthly orientation sessions were also postponed. Instead, new volunteers were introduced to our organization organically while working with our production staff during field productions. 1 virtual group class, and 2 in-person, outdoor classes were taught in FY21. 19 volunteers completed one or more classes, either in person or virtually. Of these volunteers, 2 were trained in video editing, 0 were trained in studio production, and 14 were trained in various aspects of field production.

In addition to training for our members, Bedford TV also offers internships to students. In FY21, Bedford TV had two new developments surrounding interns. First, Bedford TV expanded the ages of our interns to include not only college and BHS students, but also JGMS students. Second, Bedford TV created a second type of internship, in addition to its current production internship. Bedford TV welcomed communication interns in FY21. These interns helped with posting to social media and writing articles for the Bedford Citizen. One of our communication interns even took on the task of contacting former interns to interview them about their time at Bedford TV, and where they are now. This information will be included on our website in FY22. Our production interns helped with the day-to-day operations of the station. This included recording and live streaming government meetings with OBS (Open Broadcaster Software), crewing sporting events, editing with Final Cut Pro X, and creating USBs and DVDs. In FY21 Bedford TV had ten interns, the most in our history as a station.

Additionally, in November, Bedford TV held its fifth BTV Awards Ceremony. The event was held virtually in FY21, with three members of the Bedford TV staff broadcasting the event live to Zoom from the Bedford TV studio. During the event, we recognized the many volunteers that help at the station. The celebration 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. We continued to recognize our wonderful students this year. Each student who completed a class at Bedford TV received a recognition plaque, and we even gave out an award to our mentor of the year. We also recognized all the students who interned with us between December 2019-November 2020.

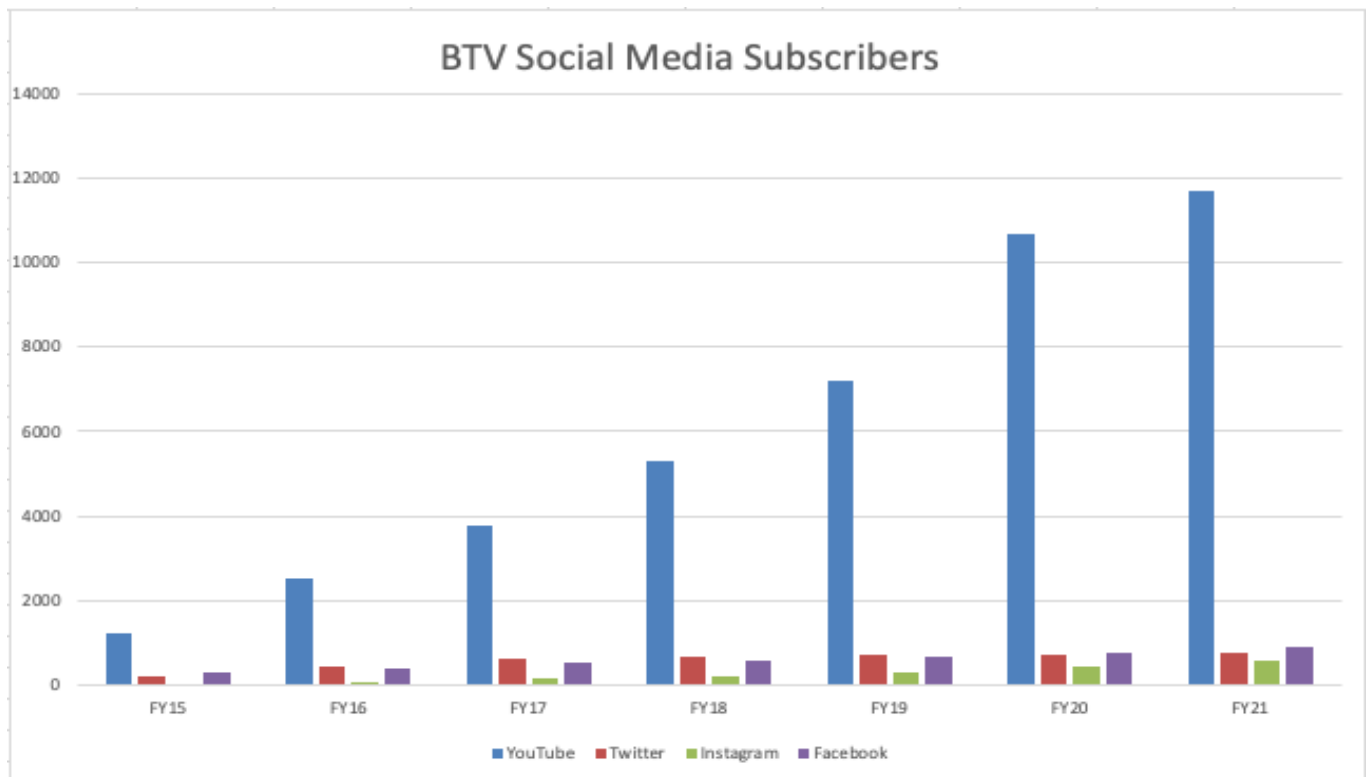
Shortly after our Annual Awards ceremony, we were given the exciting news that one of our member productions was chosen as a winner of a “Nor’easter” award. Bedford TV was also selected as a 2nd place finalist for Overall Excellence in our budget category. These awards are voted on by members of the Alliance for Community Media, Northeast Region. The Alliance for Community Media, Northeast is comprised of hundreds of PEG stations from New England and New York State. The following Bedford TV production was selected as a winner in this competition:

- 1st Place, Best Profile Talk Show – Neighbors to Know, hosted by Jenn Puhle with Guest David Scott

To keep members up to date on news and events at the studio, we sent monthly email newsletters to our distribution list. These monthly newsletters included our volunteer of the month, class notices, intros to new staff members/interns, and upcoming events. Since we did not have any regular producers in our studio this year, we postponed the monthly show highlight. Instead, we promoted the Saturday Movie Showcase series that we put on for the COA. We also included lists of our current sponsors, grantors, and donors as an additional thank you for contributing to our mission. This year we welcomed 43 new newsletter subscribers, with a total of 685 at the end of FY21. 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. Bedford TV’s online presence continued to grow in FY21. For more detail on our social media statistics see Figure 2 below.

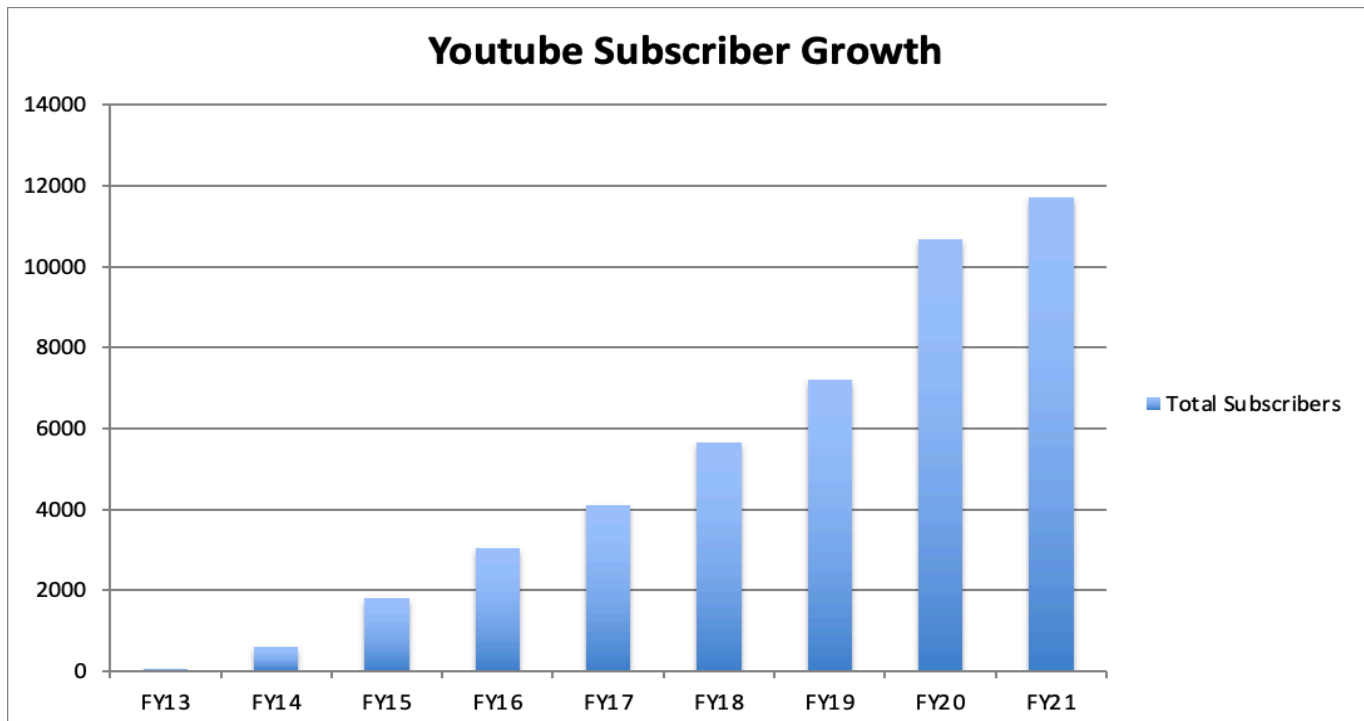
Figure 2: Social Media Subscriber Count



Bedford TV recognizes that FY20 was a bit of an anomaly. As our viewers were required to stay home, they flocked in droves to our YouTube channel. In FY20 both our YouTube viewership and time watched almost doubled compared to FY19 with 703,011 views and 117,639.8 estimated hours watched (7,058,388 estimated minutes watched). FY20 also included the largest yearly increase in subscribers to-date with 3481 new subscribers, bringing the total subscribers to 10,674. This more than doubled the 1554 subscribers gained in FY19, with a 124% increase. The total overall subscribers from FY19 to FY20 increased by almost 50%. Our measured statistics on YouTube began to level out this past year. In FY21 our YouTube channel had 449,537 views, 87,934.4 estimated hours watched (5,276,064 estimated minutes watched), and 1,105 new subscribers, bringing the total to 11,696 subscribers. While this does not compare to the large increase in views, minutes watched, and subscribers gained in FY20, our statistics from FY21 are similar to those of FY19. In FY19 Bedford TV had 414,263 views, 3,455,095 estimated minutes watched, and 1554 new subscribers.

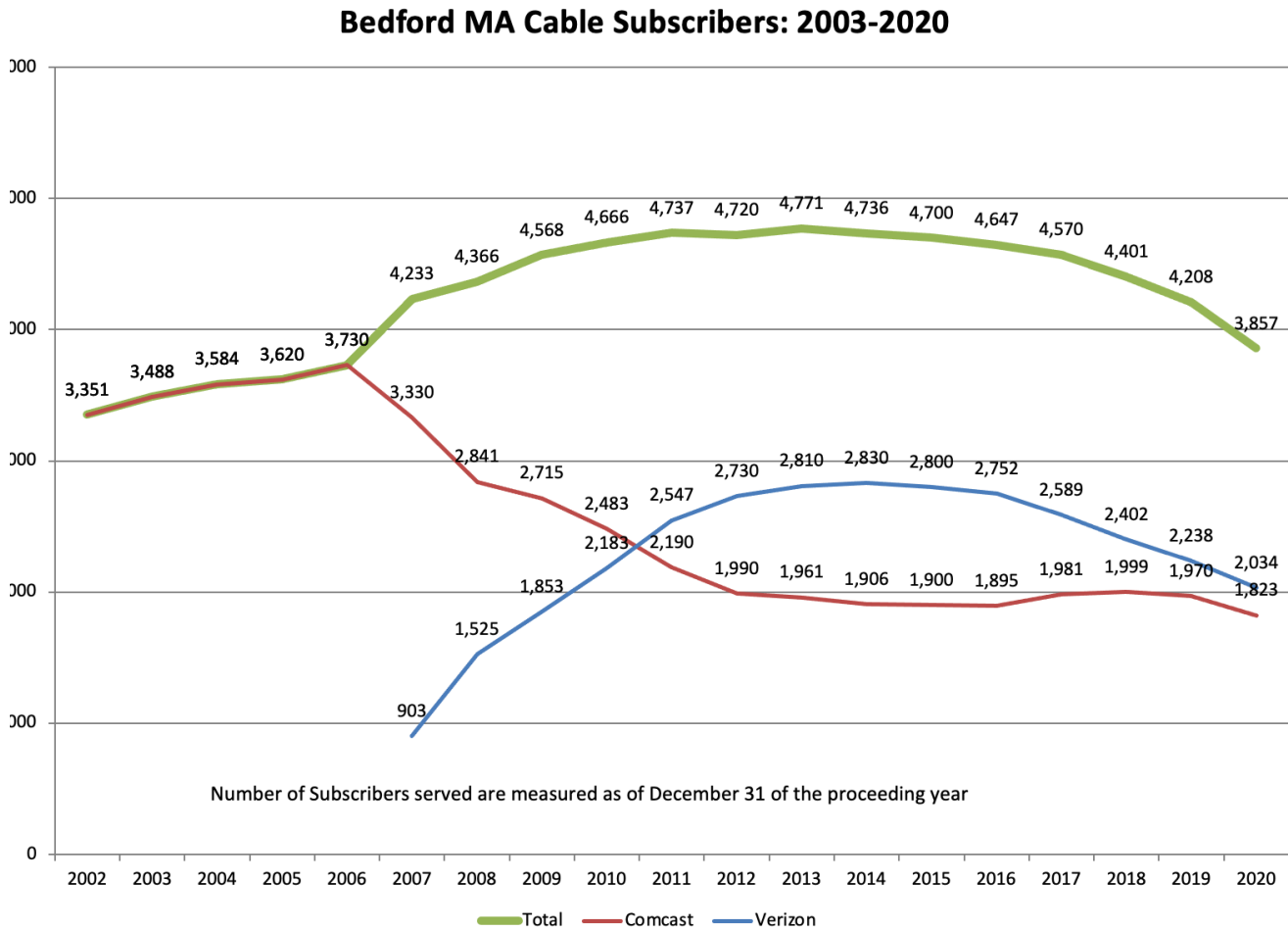
For more detail on our YouTube subscriber base, see Figure 3 below which shows the rapid increase of our subscribers from the inception of Bedford TV's YouTube channel on December 16th, 2011.

Figure 3: YouTube Subscriber Growth



While our YouTube subscribers continue to increase rapidly year-over-year, the town has been seeing a decrease in cable subscribers since 2013. This rate of decline increases each year, as is evidenced by Figure 4 below. By observing this rate of change, a shift from cable to subscriber-based “over-the-top” media streaming services on the internet is evident. In FY21 Bedford cable subscribers went down by 351 (8%) while YouTube subscribers increased by 1,105 (10%). Bedford TV is carefully tracking this acceleration and working to adjust our plans and strategies to track the evolution of the media landscape and the reduction in revenues from cable user fees.

Figure 4: Bedford, MA Cable Subscribers By Year



11.3.1.b Equipment Use

Our field cameras were used for a total of 236 hours in FY21, of those hours, a microphone kit was used for 30.5 hours. Additionally, we had 26 hours of studio time used at Old Town Hall, and 23 hours of editing time. Due to all government meetings being held virtually, we did not use the Select Board’s Meeting Room.

In FY20 our field cameras were used for a total of 252 hours, with a microphone kit used for 233.5 of those hours. FY20 also had 262 hours of studio time, 328.5 hours of editing time and 70 hours of equipment usage in the Select Board’s Room.

These numbers show a decline in all in areas in FY21, compared with FY20. This does not take into consideration that much of this equipment was unavailable to staff and volunteers during the fiscal year, and that there was a shift in the types of productions that our staff and volunteers covered.

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

Religious Services

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

PSAs

- Annual Town Meeting PSAs
- Bedford TV PSAs
- Black Lives Matter PSA
- COVID-19 PSAs
- Primary and General Election Voting PSA
- Vintage Halloween PSAs
- Volunteering PSA
- Vote! 2020 PSA

Misc.

- A Tribute to Jeff Hoyland
- Bedford Eats
- Bedford Embraces Diversity Meetings
- Bedford High School Graduation, 2020 & 2021
- Bedford Historical Society Lectures
- Bedford Library Lecture Series
- Bedford TV Annual Meeting and Awards
- Bedford TV News
- Bedford VA Remembrance Ceremony
- Black Lives Matter Message From Burlington & Bedford Clergy And Other Town Leaders
- CC Clownsbee and Company
- Celebrate Life
- Dispatches from Ireland
- Drawing with Fred

- Drawing with GP Vahan
- First Parish Dance Performances
- First Parish Bedford Lyceum Speakers
- Giving Tuesday Bedford Food Pantry Fundraiser
- Good News
- Holiday Greetings
- Holiday Porch Tour
- It's Time to Smile
- Job Lane House Tour
- Just Another Day in the Nam
- Katrina Gustafson at the River Music Hall
- Level Up
- Mass Creator Awards
- Memorial Day
- Moving Beyond COVID Support Session
- Mythology and Beyond
- Neighbors to Know
- Om In the Office Community Partnership Video
- Otaku Gal
- Pretty Bedford Gardens
- Saturday Film Showcase
- SHINE Medicare Open Enrollment Presentation
- Spiritually Speaking
- Student Showcase
- The Dark Side of Divinity
- The Dugout Show
- The Joy of Consent
- The Legal Edition
- The Review
- The Rob Surette Story
- The Wrestling Kennection
- VA Veterans Creative Arts Performance Showcase
- Veterans Day Ceremony
- What's Cooking?
- Women Inspired

EDUCATION

Events

- Bedford High School Graduation
- BHS Class of 2020 Celebration Day
- CSF of Bedford Dollars for Scholars Awards
- E-cigarettes and Vaping Presentation

- MCC Concert: Piano Recital
- MCC Concert: Student Showcase
- MCC Music Faculty At Home
- MCC World of Music Concert
- Miss G. Field Dedication
- Moving On Ceremony
- Social and Emotional Development of K-5 Students Presentation
- Superintendent Community Forums
- Teacher Appreciation
- World of Music Concert Series (Middlesex Community College)

Sports

- Boys & Girls Swimming
- Boys Freshmen Basketball
- Boys JV Basketball
- Boys Varsity Basketball
- Boys Varsity Lacrosse
- Boys Varsity Soccer
- Girls JV Basketball
- Girls JV Volleyball
- Girls Varsity Basketball
- Girls Varsity Lacrosse
- Girls Varsity Soccer
- Girls Varsity Volleyball
- Varsity Baseball
- Varsity Field Hockey
- Varsity Football

GOVERNMENT

Meetings

- 300 Exploratory Task Force
- Ad Hoc Hartwell Road Committee
- Annual Town Meeting, 2021
- Annual Town Meeting and Special Town Meeting, 2020
- Arbor Resource Committee
- Bicycle Advisory Committee
- Board Of Assessors
- Board Of Health
- Capital Expenditure
- Charter And Bylaw Review Committee
- Community Media Committee
- Community Preservation Committee
- Conservation Commission
- Council On Aging
- Cultural Council
- Depot Park Advisory Committee
- Energy And Sustainability
- Finance Committee
- Hanscom Area Towns Committee

- Hanscom Field Advisory Committee
- Historic District Commission
- Historic Preservation Commission
- Housing Authority
- Housing Partnership
- JGMS School Council
- Library Board of Trustees
- Municipal Affordable Housing Trust
- Planning Board
- Recreation Commission
- School Committee
- Shawsheen Technical High School Committee
- Select Board
- Sidewalk Tree Hearing
- Trails Committee
- Transportation Advisory Committee
- Volunteer Coordinating
- Volunteer Coordinating Committee
- Youth And Family Services
- Zoning Board of Appeals
-

Misc.

- 6th District Congressional Debate with the Candidates
- Annual and Special Town Meeting 2020 Webinar
- Bedford Candidate Messages
- Bedford Common
- Governor Baker COVID-19 Updates
- League of Women Voters Candidate Forum
- MA House of Representatives Sessions
- MA Joint Committee Sessions
- Massachusetts House of Representatives
- Rappin' with the Rep

11.3.1.d Summary of Activities from PEG programming

PUBLIC

In FY21, 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 FY21 see section 11.3.1.c.

Bedford TV strives to make the show submission process as easy as possible for volunteers. In FY21 we accepted programming from members in a variety of new forms. Since Bedford TV was closed to our members for the entirety of FY21, they were unable to edit their projects at the BTV studio and submit them directly. Instead, members recorded their programs on Zoom, or used personal cameras and submitted digital files to us through our Synology NAS or Google Drive. Some producers also mailed DVDs and uploaded programming to shared servers such as TelVue Connect.

One particular area of focus this year for our public access channel was a video fundraiser, organized by the Bedford TV staff, to benefit the Bedford Community Table/Pantry. Bedford Community Table/Pantry is a nonprofit 501(c)(3) serving Bedford residents dealing with food insecurity. Until the 2020 pandemic, each Thursday volunteers prepared a complimentary community dinner for all at the Bedford Town Center on Mudge Way, and packed and handed out bags of groceries to area residents who needed assistance. Starting in March 2020, the food pantry went on hiatus and began supporting the town's Emergency Response Bedford Food Bank with food, money, and volunteers.

Over the course of one month, Bedford TV did outreach to various organizations in and around Bedford and collected original productions, musical performances, cooking demos, greetings, and more. Between these submissions and hosted commentary Bedford TV produced a 9-hour live video fundraiser and raised over \$550 which was split between Bedford TV and the Bedford Community Table/Pantry.

EDUCATION

Bedford TV's strong relationships with all the public schools in Bedford as well as Middlesex Community College and the LABBB program increased dramatically in FY 21. We covered all major events at Bedford Schools from the Middle School and High School Tenacity Challenges, to the JGMS Moving On Ceremony and Bedford High Graduation, as well as every School Committee meeting. We also collaborated with Middlesex Community College music department to record and edit 2 World of Music Concert Series events. Since these events could not be held in person, Bedford TV recorded the performances in their entirety with professional recording equipment and set up live premieres of the concerts on our YouTube page, attracting viewers from around the world. New this year, Bedford TV also live streamed almost all Bedford High School Varsity sports along with some Freshmen and JV sports, which was appreciated by parents and relatives who could not attend the games in person due to gathering limitations at events. We also invited middle and high school students, including LABBB students, to be the video crew during the games.

Bedford TV continued to work with high school students by training them to use field and studio equipment at Bedford TV and offering community service hours for event coverage. Students who used BCAT for community service hours filmed several school and town events such Freshmen, JV and Varsity sports, Bedford High School Graduation, and Annual Meeting. Community Service hours were also offered to students taking classes, volunteering as mentors to help with our youth classes, and recording videos of value to the community. Mentors are students who had previously taken courses at Bedford TV and have tallied over 50

community service hours. There were 35 students in grades 2 through 12 who participated in BRIC2 this year, totaling over 907 community service hours. Although we did not gain any new mentors this year, 3 of our current mentors reached over 100 service hours. 111 projects were attempted by students this year. 34 of these projects invited a writing component, a new focus of BRIC2 this year. Although not all the projects were completed, students made substantial progress on each one.

Bedford TV also continued its internship program. This program has been running for the last thirteen years and started with originally just summer interns. This year, we had 10 total interns, who began at various points throughout the school year. This included our typical videography interns, who spent their time primarily recording and live streaming government meetings and sporting events. Some interns also created video introductions for programs like Bedford TV News and Government meetings. A new internship as of this year was our Communications internship. These interns spent their time posting updates to our social media accounts and writing articles for the Bedford Citizen. All students worked between 10-20 hours a week for five or more weeks. For a complete list of Educational shows from FY21 see section 11.3.1.c.

GOVERNMENT

In FY21, most of Bedford TV's programming was government programming derived from the coverage of town governmental boards. Pre-pandemic, Bedford TV covered every Select Board, Planning Board, and School Committee meeting as well as major town governmental meetings such as Annual Town Meeting and public hearings. When town governmental meetings were moved to a remote platform in FY20, Bedford TV committed to record and stream as many committee meetings as was possible under the circumstances, so as to provide all residents with an opportunity to watch the meetings. This commitment continued into FY21, with Bedford TV covering nearly every publicly announced Bedford government meeting for nearly 40 boards and committees. In FY21, Bedford TV covered 303 government meetings, which represented 495 hours of programming.

In addition to government meetings, Bedford TV works with other local government organizations to produce and share programming. In FY21 Bedford TV worked with the Edith Norse Rodgers Memorial Veterans Hospital, the Bedford DPW, and local elected officials. Additionally, we also aired programming from the Massachusetts House of Representatives such as their open sessions. For a complete list of Government shows from FY20 see section 11.3.1.c.

11.3.1.e Complaints and Public Comments

There were no complaints or public comments in FY 2021 Q1. Throughout Q2, Q3, and Q4 there were on-going issues with Verizon's signal output on Bedford TV.

The issues first began in Q2 on October 27th when a local church member reported that their church service did not air. Verizon determined that the issue stemmed from one of their team members swapping out equipment on their end, causing all the IP addresses for Bedford TV's channels to be wiped. After multiple on-site visits from Verizon, channels 38 and 40 were running again on November 3rd. Additional equipment was purchased to broadcast on channel 39, which was working properly on December 3rd. Later in December, a power outage caused channel 40 to go out. It was running again by December 22nd.

Problems persisted in the first half of Q3. Initially the issues in Q3 resulted due to the Bedford TV video server being at storage capacity, and not broadcasting properly. Verizon also set up appointments to swap out the 2-port ONT (Optical Network Terminal) device with two 1-port ONT units. This required multiple visits from the technicians, and the channels were out during maintenance.

In Q4, a church member filed another complaint that their service did not air. Verizon determined that the ONT needed to be reset. The Executive Director also noticed that the auxiliary equipment connecting Bedford TV’s server equipment with the 4 auxiliary locations in town was removed by mistake. Multiple appointments were made for Verizon to reinstall the equipment and check the signal from each location back to Bedford TV. Three of the four auxiliary locations have been checked as of the end of FY21. Plans to check the last location are in place, and all other issues with the Verizon services have been resolved.

Detailed breakdowns of these issues and actions taken to resolve them are in Bedford TV’s quarterly reports.

11.3.2 Fiscal Report

In FY21, Bedford TV saw an overall gross income of \$201,590 and had a gross expense of \$196,287.51 which netted in a \$5,302.49 underrun. This was due primarily to the closing of the Bedford TV facility for the entirety of FY21 due to the COVID-19 pandemic. A lack of expenses surrounding volunteers, community outreach and student/intern supplies resulted in an underrun in Organizational Expenses of \$3,002. Very little funding was spent on Operational Capital in Q2 or Q3, and very little was spent on Contract Labor in Q1, Q2, or Q3. This was offset slightly by two of three eligible staff members electing dental insurance for the majority of FY21, and by Bedford TV being unable to reach our intended budget for class revenue. The FY21 underrun is returned to the Town where it may be used for Bedford TV operations and related items in future years.

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

**Bedford Community Access Television
FY 2021 PEG Access Income vs. Budget
July 2020 - June 2021**

	YTD July/20 - Jun/21	BCAT Budget July/20 - Jun/21
<u>Income - Operations</u>		
Town PEG Access Appropriation	\$ 200,000.00	\$ 200,000.00
Class Revenue	\$ 300.00	\$ 5,000.00
DVD & USB Copies	\$ 1,290.00	\$ 750.00
Total Income - Operations	\$ 201,590.00	\$ 205,750.00

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

Bedford Community Access Television
FY 2021 PEG Access Expenses vs. Budget
July 2020 - June 2021

	YTD July/20 - Jun/21	BCAT Budget July/20 - Jun/21
<u>Expense - Operations</u>		
Salaries	\$ 151,155.88	\$ 153,548.00
Payroll Taxes	\$ 13,246.94	\$ 13,000.00
Total - Salaries & Taxes	\$ 164,402.82	\$ 166,548.00
Contract Labor		
Videography	\$ 270.00	\$ 1,500.00
Other Contract Labor	\$ 40.00	\$ -
Technical Support/Services	\$ -	\$ 500.00
Web Services	\$ 210.00	\$ -
Total - Contract Labor	\$ 520.00	\$ 2,000.00
Facility		
Internet/Phone	\$ 1,703.85	\$ 1,840.00
Janitor/Cleaning	\$ 1,350.00	\$ 1,400.00
Studio & Sets	\$ 315.00	\$ 300.00
Total - Facility	\$ 3,368.85	\$ 3,540.00
Government Fees	\$ 88.50	\$ 100.00
Insurance		
Worker's Comp Insurance	\$ 701.00	\$ 700.00
Employee Dental Insurance	\$ 668.35	\$ 630.00
Employee Medical Insurance	\$ 3,198.70	\$ 3,210.00
Media Directors, Officers	\$ 4,431.00	\$ 4,154.00
General Liability, Commercial	\$ 2,991.00	\$ 2,853.00
Fidelity Bond	\$ 150.00	\$ 150.00
Total - Insurance	\$ 12,140.05	\$ 11,697.00
Organizational Expenses		
Volunteer	\$ 44.99	\$ 700.00
Miscellaneous	\$ 46.02	\$ 365.00
Community Outreach	\$ 374.19	\$ 2,000.00
Web Hosting	\$ 139.78	\$ 92.00
Bank Charges / Transaction Fees	\$ 86.29	\$ -
Student/Intern Supplies	\$ 250.00	\$ 700.00
Total - Organizational Expenses	\$ 941.27	\$ 3,857.00
Professional Development		
Conference Fees	\$ 350.00	\$ 800.00
Conference Travel Expenses	\$ -	\$ 200.00
Dues and Subscriptions	\$ 1,679.16	\$ 1,465.00
Professional Development Training	\$ 429.00	\$ 1,500.00
Total - Professional Development	\$ 2,458.16	\$ 3,965.00
Supplies		
Production Supplies & Expenses	\$ 1,482.56	\$ 1,200.00
Computer (I.T.) Supplies	\$ 739.88	\$ 600.00
Office	\$ 355.27	\$ 600.00
Postage	\$ 94.20	\$ 150.00
Total - Supplies	\$ 2,671.91	\$ 2,550.00

Bedford Community Access Television
FY 2021 PEG Access Expenses vs. Budget
July 2020 - June 2021

	YTD July/20 - Jun/21	BCAT Budget July/20 - Jun/21
Professional Fees		
CPA	\$ 4,400.00	\$ 4,500.00
Bookkeeping	\$ 1,128.00	\$ 928.00
Payroll Service	\$ 1,161.00	\$ 1,140.00
Misc. Professional Fees	\$ 600.00	\$ -
CORI Fees	\$ 76.77	\$ 200.00
Total - Professional Fees	\$ 7,365.77	\$ 6,768.00
Operating Capital		
Office Furniture (Town Owned)	\$ 724.94	\$ 725.00
Office Equipment (Town Owned)	\$ 206.92	\$ 1,000.00
Production Equipment (Town Owned)	\$ 1,398.32	\$ 3,000.00
Total - Operating Capital	\$ 2,330.18	\$ 4,725.00
Total Expense - Operations	\$ 196,287.51	\$ 205,750.00
Net Income (Loss) from Operations	\$ 5,302.49	\$ -

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

- 8/3/2020 – Quantum Networks – Evoluent vertical mouse D medium right-hand ergonomic mouse with wireless connection (Item #VMDMW) (ASIN #B07Y8V3W42) - \$114.95
- 9/11/2020 – B&H Photo – Auray MS-5230F tripod microphone stand with fixed boom (Item #AUMS5230F) x 2 (\$23.99 each) - \$47.98
- 11/13/2020 – B&H Photo – Blackmagic Design Mini Converter SDI to Analog 4K (Item #BLMCSA4K) - \$295.00
- 4/22/2021 – B&H Photo – Axler Portable Medium Duty Shooting Riser (3 x 3') – (Model # AXPSR33) - \$449.00
- 4/22/2021 – Adorama – Acebil RCS Series Rain Jacket for JVC GY-HM650/600 Professional Camcorder (SKU # ABRCSTM600) x 2 (\$133.00 each) - \$266.00
- 6/21/2021 – Amazon – Limeno – Bestand Aluminum Cooling MacBook Stand, Silver (Model #102S-Silver) (ASIN #B0823B7HN8) - \$36.98
- 6/21/2021 – Amazon – GoPro HERO8 Black Retail Bundle (Model # CHDRB-801) (ASIN # B07XP44MTV) - \$279.00
- 6/21/2021 – Amazon – Kolips - Zecti Camera Slider, 24 in. Adjustable Carbon Fiber Camera Dolly Track Video Stabilizer Rail for Camera DSLR (ASIN # B07TVSJQZN) - \$53.59
- 6/24/2021 – Amazon – Nulaxy Direct - Laptop Stand, Ergonomic Sit to Stand Laptop Holder Converter, Silver (Model #C5) (ASIN #B081V4B45F) - \$64.99
- 6/25/2021 – Staples – Carder Mesh Black Fabric Computer and Desk Chair, Black (Model #59236-CC) x 6 (\$124.99 each) - \$749.94

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 Grant Agreement between The Town of Bedford, Massachusetts and Bedford Community Access Television, Inc.

The following purchase was made by the Town, using the capital fund that is administered by the Town and The Community Media Committee, for capital items which BCAT, Inc. requested:

- TelVue Video Server Hardware - HyperCaster AIO B2000-8: \$21,207.50
- Supporting Software, Hardware, and Installation: \$8,363.50
- Trade-In Credit: +\$3,800
- Total: \$25,771

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

- Eartec CommStar XT4 4-User Intercom Set Total: \$3,000
- JVC GY-HM250SP UHD-4k Streaming Camcorder Total: \$2,595

Bedford TV also received two grants for equipment in FY20. The first grant came from the Bedford Cultural Council for \$800 to help fund the purchase of live streaming equipment. The second grant came from the Rotary Club of Bedford. BCAT sought these grants to bring live BHS Sports to the Bedford community and beyond. The live streaming equipment and iPad were used in unison to create multi-camera broadcasts and present them online. Since in-person fans were limited to 1 or 2 parents, Bedford TV used this equipment to give back to their community by live streaming these games to YouTube so friends and family of the players could still watch the games live. These items purchased through the two grants are on the attached BCAT owned equipment list.

11.3.2.e Fundraising activities

Bedford TV raised \$5,929.13 in FY20 in program revenue from elementary school, middle school, and blended-age classes. This is down from \$7,751 in FY19 due to the need to cancel classes mid-way through during the pandemic. The Bedford TV staff made efforts to restructure some of our classes to a virtual learning platform and opened the classes to both kids and adults. Out of courtesy and acknowledgement for potential interested students being unemployed or in tough financial situations due to job loss during the pandemic, these classes were offered at full price, a choose-your-own contribution, or free.

Bedford TV also sells DVDs at our studio and through our website. This year, we sold \$212 worth of DVDs, down from \$2,486.20 in FY19. Most of our DVD sales come from end-of-school-year events. Since many of these events were cancelled or moved until after the end of the fiscal year, no revenue was generated in Q4 from DVD sales.

We also raised funds in FY 2020 for BCAT, Inc., through the Community Partnership program, a fundraising event at Red Heat Tavern, a trivia night fundraiser, and donations. Specific monetary donations were made

in appreciation for our help with the CSF of Bedford Awards, the Operation Feed the Soul video fundraiser, and remote training. Our gross fundraising total for FY 2020 was \$3528.84. Our community partners were Waxy O'Connor's, Om in the Office, The Goddard School, Chestnut Dental and Red Heat Tavern. We gave a portion of our funds raised (\$1,500) to three graduating BHS students who had volunteered extensively with the station through their academic career in Bedford. We also spent \$1,594.30 on fundraising activities and promotional wear. This gave Bedford TV a net of \$434.54 in fundraising for FY 2020.

11.3.2.f Reserve Fund and bank account balances

Bedford Community Access Television
FY 2021 Reserve Fund P & L
July 2020 - June 2021

	YTD July/20 - Jun/21
<u>Fundraising Income</u>	
Fundraising	
Grants	\$ 1,300.00
Donations	\$ 4,022.99
Other Fundraising Income	\$ 1,897.50
Bank Interest	\$ 22.94
Total - Fundraising Income	\$ 7,243.43
<u>Fundraising Expense</u>	
Fundraising Expenses	
Special Events	\$ 561.84
Fundraising Supplies	\$ -
Fundraising Fees	\$ 53.48
Scholarships Granted	\$ 1,000.00
Product Equipment (BCAT, Inc. Owned)	\$ 1,518.32
Total - Fundraising Expense	\$ 3,133.64
Net Income (Loss) from Fundraising	\$ 4,109.79
<u>Other Revenue</u>	
Non-Taxable PPP Loan Forgiveness	\$ 31,790.00
Total - Other Revenue	\$ 31,790.00
Net Income (Loss) from Fundraising & Other Revenue	\$ 35,899.79

**Bedford Community Access Television
FY 2021 Cash Accounts**


	July/20 - Jun/21	
<u>BCAT Cash Account Balances</u>		
Current Cash Assets		
<u>Checking/Savings</u>		
Middlesex Checking	\$	6,736.44
Middlesex Savings	\$	72,981.69
BCAT Petty Cash	\$	136.67
PayPal	\$	20.00
Total Cash Assets	\$	79,874.80
<u>Allocation of BCAT Cash Balance Total</u>		
BTV Operations - Bedford PEG Access Grant Agreement	\$	8,284.24
BCAT Reserve from Donations & Other Income	\$	71,590.56
TOTAL	\$	79,874.80

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, 2019.

Report not requested by the Town in FY2021.

11.3.2.h Certificates of Insurance

Appendix A: E-Mail Newsletter



BEDFORD TV

DECEMBER 2020

Spread the cheer, Bedford TV's December newsletter is here!

We had two very successful events this past month, Bedford TV's Annual Meeting & Awards Ceremony on November 6th, as well as our Virtual Fundraiser to benefit the Bedford Food Pantry on December 1st! Read Below for the scoop!


The ACM-NE held their annual Nor'Easter Awards Ceremony virtually on Wednesday, December 2nd. Bedford TV was selected as a finalist in two categories. While we did not win the Overall Excellence in our budget category, we are SO PROUD to announce that *Neighbors to Know with Guest David Scott* won 1st place in the Best Profile Talk show category! Congrats, Jenn and David! Keep up the amazing work!

With COVID-19 cases on the rise, Bedford TV is putting a freeze on our Reopening Plan, and will remain in Step 2 until further notice. We will not advance to Step 3 on December 17th as originally stated. For more information, please read our [Reopening Plan](#) on our website.

Please continue to visit the following websites for the latest updates on the COVID-19 pandemic. Questions can be directed to the Bedford Board of Health at 781-275-6507, or boh@bedfordma.gov.

www.bedfordma.gov
[cdc.gov](https://www.cdc.gov)
[Bedford Board of Health Website](#)
[Mass.gov](https://www.mass.gov)


Wear your mask, wash your hands often, and please enjoy a safe, socially distanced holiday season.



RED HEAT

TAVERN

DECEMBER VOLUNTEER OF THE MONTH



Congratulations to our Red Heat Volunteer of the month for October, Anisha Aggarwal. Anisha learned about Bedford TV this past Fall when the Rotary Club informed us she would be writing an article on diversity at Bedford High School. We thought she would be a perfect addition to our Diversity Video Project team. Though the topic of her article has shifted slightly, she has really hit the ground running on our Diversity Video team. Anisha has helped the group to put focus on the best ways to organize the topics for the project, and she will be interviewing additional residents in town this December. To thank Anisha for her time and effort at Bedford TV, she will receive a gift card to Red Heat Tavern in Bedford when we reopen. Be on the lookout in next month's newsletter for our January Red Heat Volunteer of the Month.

HAPPY HOLIDAYS!



From all of us at Bedford TV, we wish you the happiest holiday season! Grab a cup of cocoa and enjoy watching some holiday greetings, recorded by many of our friends around Bedford.

[2020 Bedford Holiday Greetings Video](#)

SATURDAY MOVIE SHOWCASE



Tune into our YouTube channel or our Public/Ed channel (Comcast 8/Verizon 38) each Saturday at noon to watch classic movies in the comfort of your home. Bedford's own Johnny Vaught will introduce each film for our audience. Set a reminder to tune in! The upcoming lineup includes:

12/5 [Beyond Tomorrow](#)

12/12 [Santa Claus Conquers the Martians](#)

12/19 [The Great Rupert](#)

12/26 Rudolph the Red Nosed Reindeer, The Star of Bethlehem, and Christmas Comes But Once A Year

BTV AWARD WINNERS!



Congratulations to all of our 2020 Bedford TV Award Winners!

- Joe Serra Most Valuable Crew Member** - Dawn Kociubes
- Best Musical Performance** - MCC A World of Music Concert – Carmen R. Peralta
- Best Solo Host** - Dan Kaufman
- Rookie of the Year** - Fahad Alden
- Best New Show** - It's Time to Smile
- Best Virtual Show** - BTV News
- Best Intro** - Neighbors to Know
- Most Watched YouTube Video** – Fahad Alden, Level Up episode 4 3.6K views
- Most Viral** – Instagram, Jeff Hoyland (53 likes)
- Best Sports Videographer** - Mike O'Shaughnessy
- Best PSA** - School Reopening PSA
- Most Inspiring News Guest** - Ryan Klessling, Rev. John Gibbons, Sarah Dorer 5/4/20
- Most Moving Production** - Bedford Embraces Diversity
- Best Community Event** - OFTS Video Fundraiser
- Longest Government Production** - School Committee 8/13/20
- Best Short Film** - The Dark Side of Divinity, Michael Patterson
- Red Heat Volunteer of the Year** - Swetha Kaundinya
- Mentor of the Year** - Healy Weisman
- Scholarship Winners** – Isaac Lovy, Joleen Ricci, Mitall Mangoli
- Kids Choice** – Level Up, Fahad Alden
- Viewer's Choice** – Neighbors to Know, Jenn Puhle

For pictures of our winners, please see the [2020 Bedford TV Award Winners Facebook Album!](#)

To relive the fun, watch the [2020 Bedford TV Annual Meeting & Awards Night](#) on YouTube!

BEDFORD FOOD PANTRY VIDEO FUNDRAISER



Thank you to everyone who watched, preformed in, and donated to our Virtual Video Fundraiser! We are so happy to report that we raised \$495 during the event, which we have split with the Bedford Food Pantry! For a full list of donors, please scroll down to the bottom of our newsletter. You can catch your favorite performers again by watching the full [Bedford Food Pantry Video Fundraiser](#) on our YouTube Channel! We can't wait for the next one!

BTV INTERN: ZACH SHEN



Zachary Shen is a student at Bedford High School and has always been interested in behind the scenes work such as video editing and music production. His other interests include playing the drums and piano as well as spending time with his friends. Zach is grateful to have an opportunity to intern for Bedford TV doing what he loves.

Welcome to the team, Zach!

INTERN WITH BEDFORD TV

WORDPRESS INTERN

Bedford TV and The Bedford Citizen are looking for an intern that is familiar with using Wordpress and Wordpress themes to help redesign, edit, and develop our website. This would be a joint internship in which the selected candidate would be supporting both organizations. This is a remote internship.

COMMUNICATIONS INTERN

As a Communications Intern, the selected candidate will be responsible for information sharing on social media (Instagram, Facebook, Twitter, occasional YouTube), our monthly newsletter, and our community bulletin board. This is a remote internship.

If you know someone who might be interested in one of these opportunities, please email staff@bedford.tv.

BEDFORD TV SCHEDULE

Watch us on Comcast Ch8/Verizon Ch38 - Shows by local, independent producers, educational shows, and more.

Comcast Ch99/Verizon Ch40 - Government meetings, religion and political shows, and more.

View our [weekly schedule highlights](#).

SUPPORT BEDFORD TV

GET INVOLVED!

[Become a Community Partner](#)

Bedford TV offers partnership opportunities for local businesses and non-profits.

[Intern at Bedford TV](#)

Bedford TV offers unique, hands-on internship opportunities.

[Produce A Show on Bedford TV](#)

Individuals, families, organizations and businesses of Bedford can become Bedford TV members, take training classes and produce their own shows!

Help bring joy this season

Buy your gifts at smile.amazon.com or with AmazonSmile ON in the app and Amazon donates **amazon**smile



Make a difference this holiday. Simply shop for gifts at smile.amazon.com/ch/20-0645234 to generate donations for Bedford Community Access Television.

THANK YOU TO OUR COMMUNITY PARTNERS



GRANTORS



THANK YOU TO OUR 2020 DONORS

Bedford TV would like to recognize and thank our individual donors for 2020. We are truly grateful for your kindness and generosity.

Fay Russo
Desiree Girifalco
Naomi Dogan
John W F McClain
Jennifer Puhle
Sarah Blackman
Jean Segal
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Jerome Pfeffer
Alma Pomponi
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Emily Mitchell
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JoAnn Santiago
Sarah Blackman
Mike Rosenberg
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Jan Pendelton
Katie Duval
Paul Wittman
Marc Hamilton
Heath Dill
Allan Tate
Sonal Patel
Aarti Kapuria
Michael Davis
Lindsay DeWalt
Susan Schwartz

Want to see your name on this list?

[DONATE NOW](#)



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16 South Road Ste 2 Bedford, MA 01730

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