

**QUARTERLY REPORT**

**FOR CABLE TELEVISION  
PUBLIC, EDUCATIONAL, AND GOVERNMENTAL  
ACCESS SERVICES  
IN BEDFORD, MASSACHUSETTS**

**FY 2022 QUARTER 1**

**Period of Performance: July 1, 2021 – September 30, 2021**



**SUBMITTED TO:**

**The Town of Bedford, Massachusetts**

**SUBMITTED BY:**

**Bedford Community Access Television, Inc.**

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Bedford Community Access Television  
 FY 2022 PEG Access P & L vs. Budget  
 July 2021 - September 2021

	<b>Q1 P &amp; L</b>	<b>BCAT Budget</b>
	<b>July/21 - Sep/21</b>	<b>July/21 - Jun/22</b>
<b><u>Income - Operations</u></b>		
Town PEG Access Appropriation	\$ 51,446.25	\$ 205,785.00
Class Revenue	\$ 850.00	\$ 5,000.00
DVD & USB Copies	\$ 600.00	\$ 750.00
<b>Total Income - Operations</b>	<b>\$ 52,896.25</b>	<b>\$ 211,535.00</b>
<b><u>Expense - Operations</u></b>		
Salaries	\$ 32,634.05	\$ 159,372.00
Payroll Taxes	\$ 2,314.63	\$ 14,000.00
<b>Total - Salaries &amp; Taxes</b>	<b>\$ 34,948.68</b>	<b>\$ 173,372.00</b>
Contract Labor		
Videography	\$ -	\$ -
Other Contract Labor	\$ 4,820.00	\$ -
Technical Support/Services	\$ -	\$ 500.00
Web Services	\$ -	\$ -
<b>Total - Contract Labor</b>	<b>\$ 4,820.00</b>	<b>\$ 500.00</b>
Facility		
Internet/Phone	\$ 464.67	\$ 1,840.00
Janitor/Cleaning	\$ 250.00	\$ 1,400.00
Studio & Sets	\$ 315.00	\$ 300.00
<b>Total - Facility</b>	<b>\$ 1,029.67</b>	<b>\$ 3,540.00</b>
Government Fees	\$ -	\$ 100.00
Insurance		
Worker's Comp Insurance	\$ -	\$ 700.00
Employee Dental Insurance	\$ 358.86	\$ 630.00
Employee Medical Insurance	\$ 1,747.50	\$ 3,210.00
Media Directors, Officers	\$ -	\$ 4,154.00
General Liability, Commercial	\$ -	\$ 3,000.00
Fidelity Bond	\$ -	\$ 150.00
<b>Total - Insurance</b>	<b>\$ 2,106.36</b>	<b>\$ 11,844.00</b>
Organizational Expenses		
Volunteer	\$ 28.59	\$ 700.00
Miscellaneous	\$ 14.97	\$ 365.00
Community Outreach	\$ 999.14	\$ 2,000.00
Web Hosting	\$ -	\$ 106.00
Bank Charges / Transaction Fees	\$ -	\$ 100.00
Student/Intern Supplies	\$ 25.56	\$ 700.00
<b>Total - Organizational Expenses</b>	<b>\$ 1,068.26</b>	<b>\$ 3,971.00</b>
Professional Development		
Conference Fees	\$ -	\$ 800.00
Conference Travel Expenses	\$ -	\$ 400.00
Dues and Subscriptions	\$ 119.00	\$ 1,465.00
Professional Development Training	\$ 1,779.00	\$ 1,500.00
<b>Total - Professional Development</b>	<b>\$ 1,898.00</b>	<b>\$ 4,165.00</b>

Bedford Community Access Television  
 FY 2022 PEG Access P & L vs. Budget  
 July 2021 - September 2021

	<b>Q1 P &amp; L</b>	<b>BCAT Budget</b>
	<b>July/21 - Sep/21</b>	<b>July/21 - Jun/22</b>
Supplies		
Production Supplies & Expenses	\$ 978.14	\$ 1,200.00
Computer (I.T.) Supplies	\$ 342.48	\$ 600.00
Office	\$ 154.98	\$ 600.00
Postage	\$ 53.36	\$ 150.00
Total - Supplies	\$ 1,528.96	\$ 2,550.00
Professional Fees		
CPA	\$ -	\$ 4,500.00
Bookkeeping	\$ 232.00	\$ 928.00
Payroll Service	\$ 320.00	\$ 1,140.00
Misc. Professional Fees	\$ 125.00	\$ -
CORI Fees	\$ 102.36	\$ 200.00
Total - Professional Fees	\$ 779.36	\$ 6,768.00
Operating Capital		
Office Furniture (Town Owned)	\$ -	\$ 725.00
Office Equipment (Town Owned)	\$ -	\$ 1,000.00
Production Equipment (Town Owned)	\$ 5,090.00	\$ 3,000.00
Total - Operating Capital	\$ 5,090.00	\$ 4,725.00
<b>Total Expense - Operations</b>	<b>\$ 53,269.29</b>	<b>\$ 211,535.00</b>
<b>Net Income (Loss) from Operations</b>	<b>\$ (373.04)</b>	<b>\$ -</b>

Bedford Community Access Television  
 FY 2022 Reserve Fund P & L  
 July 2021 - September 2021

	Q1 P & L July/21 - Sep/21	YTD July/21 - Sep/21
<b><u>Fundraising Income</u></b>		
Fundraising		
Grants	\$ -	\$ -
Donations	\$ 201.28	\$ 201.28
Other Fundraising Income	\$ -	\$ -
Bank Interest	\$ 8.94	\$ 8.94
<b>Total - Fundraising Income</b>	<b>\$ 210.22</b>	<b>\$ 210.22</b>
<b><u>Fundraising Expense</u></b>		
Fundraising Expenses		
Special Events	\$ -	\$ -
Fundraising Supplies	\$ 550.00	\$ 550.00
Fundraising Fees	\$ 2.89	\$ 2.89
Scholarships Granted	\$ -	\$ -
Product Equipment (BCAT, Inc. Owned)	\$ -	\$ -
<b>Total - Fundraising Expense</b>	<b>\$ 552.89</b>	<b>\$ 552.89</b>
<b>Net Income (Loss) from Fundraising</b>	<b>\$ (342.67)</b>	<b>\$ (342.67)</b>
<b><u>Other Revenue</u></b>		
Non-Taxable PPP Loan Forgiveness	\$ -	\$ -
<b>Total - Other Revenue</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Net Income (Loss) from Fundraising &amp; Other Revenue</b>	<b>\$ (342.67)</b>	<b>\$ (342.67)</b>

Bedford Community Access Television  
 FY 2022 Cash Accounts vs. End of FY 2021  
 As of September 2021

	Jun. 30, 2021 FY 2021	Sep. 30, 2021 FY 2022
<b><u>BCAT Cash Account Balances</u></b>		
Current Cash Assets		
<u>Checking/Savings</u>		
Middlesex Checking	\$ 6,736.44	\$ 4,563.69
Middlesex Savings	\$ 72,981.69	\$ 73,154.51
BCAT Petty Cash	\$ 136.67	\$ 149.07
PayPal	\$ 20.00	\$ 22.11
<b>Total Cash Assets</b>	<b>\$ 79,874.80</b>	<b>\$ 77,889.38</b>
<b><u>Allocation of BCAT Cash Balance Total</u></b>		
BTV Operations - Bedford PEG Access Grant Agreement	\$ 44,526.70	\$ 42,883.95
BCAT Reserve from Donations & Other Income	\$ 35,348.10	\$ 35,005.43
<b>TOTAL</b>	<b>\$ 79,874.80</b>	<b>\$ 77,889.38</b>

**The following equipment purchases were made during FY 2022 Q1 and added to the  
Town-owned Equipment List  
[Section 9.1 (b)(iv) of contract]**

07/14/2021 – G&G Technologies, Inc –Eartec XT-4 Comstar XT-4 / 4- Eartec Wireless Intercom System-  
\$2595.00

09/01/2021 – B&H Photo – JVC GY-HM250SP UHD 4K Streaming Camcorder with HD Sports Overlays-  
-\$2595.00

**Q1 – Summary of Activities**

In the first quarter of Fiscal Year 2022, Bedford Community Access Television, Inc. continued to provide PEG services as well as offer training to those who live, work, study, or belong to an organization in Bedford.

**PROGRAMMING**

In this quarter, BCAT broadcasted 260 new shows, representing 233 hours of new content. Of these programs, 210 of them were locally produced for a total of 219 hours of content, of which three programs originally aired live to our cable channels before being rebroadcast. Although no shows are being produced in our studio currently, due to the ongoing mask mandate, Bedford TV can resume some live broadcasts with our new TelVue video server. Moving forward, all Select Board, School Committee and Planning Board meetings that stream live to our YouTube channels will also broadcast live to our cable channels. We will continue to add more live broadcasts to our channel line-up as our staff becomes acquainted with the new equipment. Many locally produced shows were also hosted online on BCAT's YouTube channel "Bedford TV, MA." In Q1 of FY 22, the Bedford TV YouTube channel had 69,700 views, representing a total of 12,800 hours of programming watched. The channel also gained 164 subscribers, bringing the total number of subscribers to 11,860.

Bedford TV has continued to go above and beyond the typical day-to-day duties of the station to support the needs of the Town and our volunteers during the COVID-19 pandemic. We have assisted many of the Town's departments, boards, committees, schools, and community organizations in sharing information via video so that they may engage with the community and encourage participation among town residents.

We continued to share as many board and committee meetings as have been possible. In Q1, we recorded and streamed 34 government meetings. In Q1 we returned to pre-pandemic standards of broadcasting all Select Board, School Committee, and Planning Board meetings, starting on September 1<sup>st</sup>. By request of the board or committee chairs, we will also rebroadcast any additional meetings recorded on the Town of Bedford's Zoom account. Public Service Announcements from the Centers for Disease Control and Prevention continue to play during regular timeslots on our public and government channels. We have

also continued to update the Community Bulletin Board channel with relevant COVID-19 information and with all notices sent from the Town.

Bedford TV played a significant role in helping community organizations share their events virtually with a wide audience. We recorded and edited a Job Lane Hour Tour for the Job Lane School Students, since they could not attend their normal field trip in person. We recorded and live streamed a Bedford Live Aid event to support the Bedford Food Pantry in combatting food insecurity. We also recorded and live streamed the Troop 114 Eagle Court of Honor ceremony and the Bedford firefighters 9-11 Memorial ceremony. Lastly, we captured the Bedford Day parade and fair for future prosperity by recording and livestreaming it to YouTube.

Bedford TV also continued providing support to the Bedford Public Schools in Q1 of FY 22. Bedford TV recorded and live streamed 12 Varsity sporting events in the 2022 Fall Season. We also continued to support the Bedford High School in uploading their productions of BHS Now to our YouTube Channel, so that the staff and student body could watch the program on Thursday mornings. These programs also run on our public channel weekly.

## **OPERATIONS**

Bedford TV underwent some staffing changes in Q1 of FY22. We hired a new part-time Production Assistant, Jacob Bossi, on August 23rd. One of our part-time staff members also needed to go on leave, so we worked with a staffing agency to find, and train, an interim replacement, Choudelle Castel. Our full-time Production Manager also left the company in early August, and we hired his replacement, Daniel Snyder, on August 30<sup>th</sup>.

Bedford TV's new TelVue server was installed over the course of 4 days on September 8, 9, 10 and 13. This new equipment represents a \$25,771 capital investment, replaces the old and outdated Cablecast equipment, and provides the new capabilities such as the ability to upload videos from any location, in-browser channel monitoring, and RTMP streaming in/out. It also runs on a Linux operating system and hits many of our wishlist items such as drag and drop scheduling, 24/7 email and phone support, and a company technician within driving distance. The projected service life is 10-years from the date of installation. The Bedford cable channels were offline for less than 1 minute each while the transition from the Cablecast equipment to the TelVue equipment took effect. No complaints were reported, and the new equipment is running properly.

The Bedford TV studio returned to regular in-office hours on August 1<sup>st</sup>. All staff, volunteers and visitors are observing the current town-wide mask mandate while in the building. Volunteer producers have refrained from returning to the studio at this time due to the challenges of recording clear audio while wearing a mask. However, volunteers are heavily involved in recording off-site productions with the use of our field production equipment. Shows like Bedford TV News continue to be produced weekly via Zoom from the comfort of our volunteers' homes.

## **TRAINING**

Bedford TV taught a Documentary Storytelling class to students in grades 6 through 8 during the week of July 19<sup>th</sup>. This class ran from 2pm to 4pm for 5 days. There were 5 students in the class, and 3 mentors who provided help to the students who were new to video production.

We also provided two hours of video editing training to two volunteers, who are created a short narrative film titled *Revival*.

Bedford TV also gave extensive on-site training and expertise to the video production team at First Church, as they make plans to upgrade their equipment to modern production standards and outfit their workflow for live streaming to YouTube. This training has totaled over 10 hours.

Bedford TV also welcomed one new intern to the team in Q1. This student was the first of our newly created News Journalism interns, and she was trained on how to properly interview subjects, record events, and edit everything together into a short news package for the Bedford TV News.

### **Q1 - Explanation of difficulties that may have interfered with BCAT's performance or obligations under Grant Agreement with the Town**

Additional research and testing were completed on the iMac desktop computers. It was determined that incorrect RAM was installed in the computers, and it has since been removed. The computers are now running properly. Bedford TV is still running a Late 2013 iMac 27" model with a maximum Operating System capacity of Catalina (OS 10.15x), which is outdated. This computer is planned for replacement in FY 23 as part of the capital equipment plan.

### **Q1- Video and Audio Signal Quality Report**

In FY22 Q1, Bedford TV staff met with Verizon Technicians to wrap up the auxiliary equipment testing at the Bedford Free Public Library and the Bedford High School. This equipment is used to broadcast programming from four remote locations in town to the Bedford cable channels.

Initial testing determined that the Verizon technicians could see light coming out of the fiber optic cables at the Bedford Free Public Library. However, Bedford TV's cameras are not able to downgrade to a 480p display resolution, so a video signal could not be sent from the Library to the Bedford cable channels at that time.

Verizon technicians were also able to see light coming out to the fiber optic cables at Bedford High School. However, the staff could not confirm the correct configuration in the High School's Control Room to send a signal to Verizon's equipment.

*Amended by Katie Duval and approved by BCAT Board of Directors, 12/6/2021*

