

Bedford Community Access Television

ANNUAL REPORT

Fiscal Year 2023 July 1, 2022 – June 30, 2023

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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 provides programming through social media outlets such as YouTube, Facebook, Twitter & Instagram. 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 2023 Bedford TV saw growth across key metrics such as programming, membership, training, and social media. We committed ourselves to recording and live streaming 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. As the year went on and residents were able to attend more of these events in person and government meetings turned to hybrid options, we continued to adapt and make everything available to all residents of Bedford. The following report details the FY23 growth and decline.

11.3.1 Programming and Membership Report

In FY23 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 FY23 Bedford TV produced 847 total new shows for a total of 801.5 hours of content. Of these shows 575 were locally produced, 104 were government meetings and 236 originally aired live. These programs included Bedford TV's coverage of the Bedford High School Graduation, Annual Town Meeting, our weekly News program and many more events around town and in our studio.

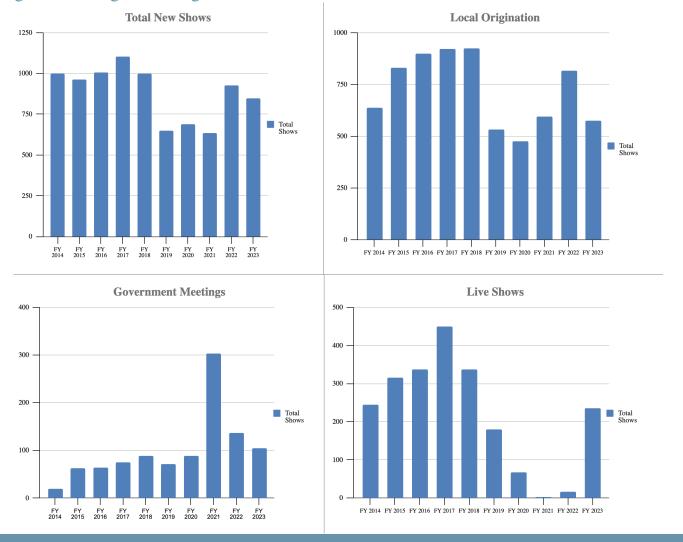
This compares with FY22 where Bedford TV produced 926 total new shows for a total of 779 hours of content. Of these shows 817 were locally produced, 136 were government meetings and 17 were originally aired live.

Although the total number of new shows slightly decreased, the total hours of content increased and content originally aired live increased dramatically. Bedford TV continues to cover every Board of Health, Select Board, School Committee, Finance Committee and Planning Board meeting. Bedford TV continues to cover other boards and committees upon request and will share recordings of remote meetings not covered when made available. 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 2023 Bedford TV added 18 new members and provided training to 32 previously untrained members.

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Figure 1: Programming Trends



11.3.1.a Membership Status, 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 Adobe Premiere class for adults on July 7th and 8th. This class ran from 6:30pm to 8:00pm for 2 days. There was 1 student in the class. We also finished our last class with students from LABBB. This was a 5 part course that took place throughout the past two years with a large break in the middle due to the pandemic. Upon completion of the course students left with videos they created on how to brush their teeth and wash their hands correctly.

During Q2, Bedford TV held an Intro to Filmmaking class from September 22nd through October 20th. This course was offered in partnership with the Bedford Recreation Department. 8 kids spanning between grades 3 and 8 attended and completed the course. Bedford TV will continue to work with the Recreation Department and offer classes on Wednesdays during the school year for the rest of the year as students get out early from school.

During Q3, Bedford TV held three classes for kids grades 3-8 during Q3. The first was Intro to Filmmaking class that started on January 4th and took place every Wednesday for 4 weeks. There were a total of 11 students in the class. The next class was Intro to Script Writing which took place every Wednesday for 4 weeks starting February 8th. The final class was another Intro to Filmmaking class which started in Q3 and will finish in Q4. There were 17 students in this class. During the Intro to Filmmaking classes, students learned how to use the necessary field and studio equipment to create their own comedy skit video. For each class two groups were made, and each group edited together their own final video. For the Intro to Script writing course students learned about the various types of ways that writing is used in both television and newspapers.

During Q4, Bedford TV finished up the one class that started in Q3 and held two more for kids grades 3-8. The first was Intro to Filmmaking class that started on March 22nd and took place every Wednesday for 4 weeks finishing on April 22nd. There were a total of 17 students in the class. The next class was Intro to Photography which took place every Wednesday for 4 weeks starting April 26th. The final class was another Intro to Filmmaking class which met every Wednesday for 4 weeks starting May 31st. During the Intro to Filmmaking classes, students learned how to use the necessary field and studio equipment to create their own comedy skit video. For each class two groups were made, and each group edited together their own final video. For the Intro to Photography course students learned about various different types of photography from nature shoots to portrait photography. In addition to these courses, Bedford TV gave on-location training to volunteers during productions, as well as one-on-one help with editors at our studio.

The Bedford TV facility was happy to offer both virtual and in-person training opportunities to its members in FY23. Interns and 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 Public Schools' events, and other Town events. Students and adult volunteers were trained on-site to record and live stream Bedford High School Varsity sports and productions throughout the year in our studio.

For high school and middle school aged students, Bedford TV offered community service hours for filming and editing local town and school events that were of value to their community. These included JV and Varsity sports, Annual Town Meeting, Bedford TV News, Veterans Day and Memorial Day and Bedford day parades, Pole Capping and more.

We have continued to improve our equipment and software at Bedford TV to provide the best learning experience for our members. This year editors were given courses on our new Adobe editing software while also being offered refresher courses on older software. We continued to provide one-on-one training to volunteers who were working on productions at home on an as-needed basis through screen sharing 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 seven in person classes were completed by students varying in ages from 10 to 80 years old. In these courses a total of 57 students completed one or more classes. These volunteers were trained in pre-production script writing, post-production video editing, studio and field production,

In addition to training for our members, Bedford TV also offers internships to students. Bedford TV continued to offer its production and communication internships. Our production interns helped with recording and live streaming government meetings with OBS (Open Broadcaster Software), crewing sporting events and editing with Final Cut Pro X, and Adobe Premiere, and creating USBs and DVDs. Lastly, our Communications interns helped create social media posts for our coverage of government meetings and Bedford High School sports. They also worked with our Digital Marketing & Outreach Specialist on other daily tasks. In FY23 Bedford TV had 4 interns.

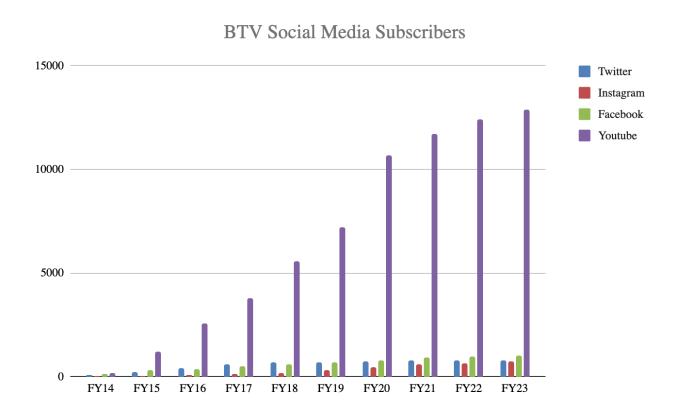
Additionally, in December, Bedford TV held its seventh Annual BTV Awards Ceremony. The event was held in person in FY23, with members of the Bedford TV and staff broadcasting the event live to YouTube. During the event, we recognized the many volunteers that help at the station. The celebration brought 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 by adding a new category for best student production. We also recognized all the students who interned with us between December 2021 and December 2022.

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. 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 18 new newsletter subscribers, with a total of 722 at the end of FY23. 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 FY23. For more detail on our social media statistics see Figure 2 below.

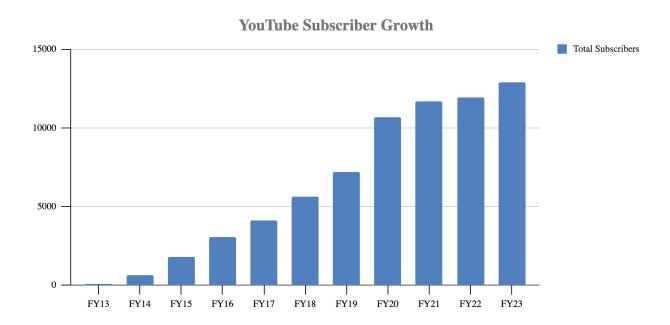
Figure 2: Social Media Subscriber Count



In FY23 our YouTube channel had 216,797,000 estimated hours watched, and 931 new subscribers, bringing the total to 12,859 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 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 the calendar year 2022 Bedford cable subscribers went down by 315 (8.8%) while YouTube subscribers increased by 614 (4.8%). Bedford TV sees this acceleration and is on top of the evolution of the media landscape. {Figure 4: Bedford, MA Cable Subscribers By Year}

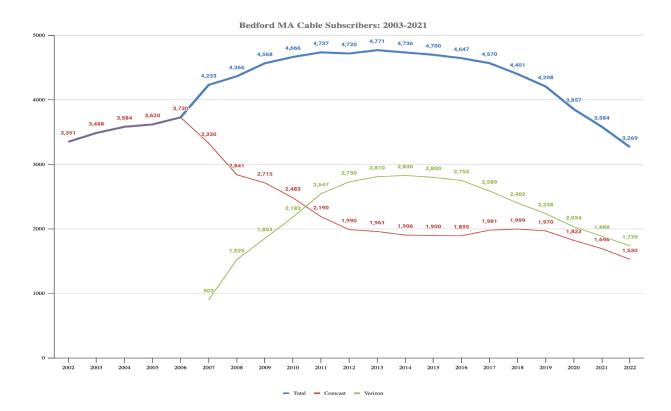


Figure 4: Bedford, MA Cable Subscribers By Year

11.3.1.b Equipment Use

In FY23 our field cameras were used for a total of 365 hours. Additionally, we had 148 hours of studio time used at Old Town Hall, and 48 hours of editing time. We had 94 hours of equipment usage from the Select Board's Meeting Room covering government boards and committee meetings.

In FY22 our field cameras were used for a total of 261 hours. Additionally, we had 33 hours of studio time used at Old Town Hall, and 31 hours of editing time. Due to all government meetings being held virtually until late June, we had 5.5 hours of equipment usage from the Select Board's Meeting Room.

In FY 23 we recorded 96 other government board and committee meetings either via Open Broadcaster Studio (OBS) and Zoom or in the LGI room at BHS for a total of 96 hours.

These numbers show an increase in all areas in FY23, compared with FY22.

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. See a complete list of programs below.

PUBLIC

Religious Services

Bedford Lyceum First Church First Parish Heritage Church International Church of God John Gibbons Retirement Ceremony Temple Shalom Emeth

PSAs

- Pro-Tip Tuesday Videos
- Plant & Craft Fair

Misc.

- "Soliloquio per Due, in Tre Parti" by Melika M. Fitzhugh
- 2023 Iacob Wren Throckmorton Memorial Art Show
- 48 Hour Film Project
- Barre3 Bedford 30 minute Workout #4
- Barry Seidman Tribute Rabbi Lerner
- Bedford Common
- Bedford Day Coverage
- Bedford's Gems
- Bedford Plant Fair
- Bedford Pole Capping
- Bedford Pride Celebration
- Bedford Rec Dance Recital
- **Bedford Rotary Meeting**
- Bedford Tree Lighting
- Bedford TV 2022 Holiday Music Video
- Bedford TV Annual Awards Night
- Bedford TV News
- Bedford VA Creative Arts Competition
- **BTV** Now
- Citizen of the Year
- Community Media Day 2022
- Delight in the Limelight
- Faces of Bedford

- Gun Violence Prevention Forum
- Have a Nice Day!
- History of the Bedford Flag
- Holi Festival 2023
- Holiday Greetings and Music 2022
- Indigenous Peoples Day Event
- It's Time to Smile
- Kadak Chai live at Bedford TV
- Memorial Day Parade & Ceremony
- MLK Community Breakfast
- Neighbors to Know
- Neil Dale Music Videos
- On the Spot
- Sorry Jones!
- Starfish Storytellers
- Sus4 band live at Bedford TV
- The Road Dogs live at Bedford TV
- Trunk of Treat
- Up Next On... American Ink @ The Middle East
- You Laugh You Lose

EDUCATION

Events

- 8th Grade Information Night
- AFJROTC Awards Night
- Bedford Chamber of Commerce Prom Stroll
- Bedford High School Graduation
- **BHS** Now
- CSF of Bedford Dollars for Scholars
- English Learners Awards Night
- JGMS Moving On Ceremony
- National Honor Society Ceremony
- Teacher Appreciation Video

Sports

- BHS Swimming and Diving
- Boys Football
- Boys Basketball
- Boys Baseball
- Boys Lacrosse
- **Boys Soccer**

- Boys Wrestling
- Girls Basketball
- Girls Field Hockey
- Girls Lacrosse
- Girls Softball
- Girls Soccer
- Girls Volleyball

GOVERNMENT

Meetings

Bedford Historical Society
Board of Health
Community Media Committee
Council of Aging
Finance Committee
Planning Board
School Committee
Select Board
New Fire Station Meeting Community Forum
Town Manager Search Community Forum

Misc.

- 2022 Special Town Meeting
- 2022 Special Town Meeting Articles (10)
- 2023 Annual Town Meeting
- 2023 Annual Town Meeting Articles (22)
- Bedford Community Choice Aggregation Forum
- Bedford Pole Capping
- Bedford Town Caucus
- League of Women Voters Pre Primary Candidate Forum
- Carlisle Road Development Meetings

11.3.1.d Summary of Activities from PEG programming

PUBLIC

In FY23, 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 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 FY23 see Section 11.3.1.c.

Bedford TV strives to make the show submission process as easy as possible for volunteers. In FY23 we accepted programming from members in a variety of new forms. Due to some producers not wanting to come into our studio to produce their shows, some recorded their programs on Zoom, or used personal cameras and submitted digital files to Bedford TV through our Synology NAS or Google Drive. Some producers also uploaded programming to shared servers such as TelVue Connect.

One particular area of focus this coming year for our public access channel is to encourage more producers to create recurring talk shows. We had one recurring new talk show and two new podcasts start this year and will aim to add to that in FY24. With the studio opened back up and our podcast equipment and remote capabilities, creating a show has never been easier.

For a complete list of Public shows from FY23 see section 11.3.1.c.

EDUCATION

Bedford TV's strong relationships with all the public schools in Bedford as well as Middlesex Community College and the LABBB program expanded dramatically in FY 23. 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. Bedford TV also live streamed nearly all Bedford High School Varsity sports along with some JV sports, which was greatly appreciated by parents and relatives who could not attend the games in person. We also invited Bedford's middle and high school students, including LABBB students, to be the video crew during the games.

Bedford TV continued to work with Bedford 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 as, JV and Varsity sports, Bedford High School Graduation, and Annual Town 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 38 students in grades 3 through 12 who participated in BRIC2 this year, totaling over 1,180 community service hours. Of these students 4 became mentors this year each totalling over 50 hours of community service each. 93 projects were initiated by students this year. 27 of these projects involved 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 originally started with just summer interns. This year, we had four 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. All students worked between 10-20 hours a week for five or more weeks.

For a complete list of Educational shows from FY23 see section 11.3.1.c.

GOVERNMENT

In FY23, most of Bedford TV's programming was government programming derived from the coverage of Town governmental boards. Bedford TV covered as many committee meetings as possible in FY23 to provide all residents with an opportunity to watch the meetings. Bedford TV has covered every Select Board, Planning Board, and School Committee, Board of Health and Finance Committee meeting as well as other major Town governmental meetings such as Annual Town Meeting and public hearings while also covering other meetings when requested. In FY23, Bedford TV covered 104 government meetings, which represented 281 hours of programming.

In addition to government meetings, Bedford TV worked with other local government organizations and officials to produce and share programming. In FY23 Bedford TV worked with the League of Women Voters and local elected officials. Additionally, we aired programming from the Massachusetts House of Representatives such as their open sessions.

For a complete list of Government shows from FY23 see section 11.3.1.c.

11.3.1.e Complaints and Public Comments

There were no complaints or public comments in FY23 Q1 and Q3. During Q2, and Q4 there were issues with Verizon's signal output on Bedford TV.

In Q2, On November 28th, the Executive Director received a message from a viewer that only a black screen with audio was coming through on Verizon Channel 40. Later, the same viewer relayed information from a Comcast customer that Comcast channel 99 was also only airing a black screen with audio. Both Verizon and Comcast were contacted and tried to fix the issue remotely. After the technicians were unable to fix the problem remotely Verizon and Comcast were contacted again to send technicians to Bedford TV to try and fix the problem. On January 6th technicians were able to come to Bedford TV and discovered that the issue was with faulty equipment inside Bedford TV. The equipment was fixed and the issue has been resolved.

In Q4, On May 12th, viewers of a First Church live stream were not able to hear audio on Verizon channel 40. This was deemed to be an issue with the individual broadcast as the following week's broadcast was perfect.

11.3.2 Fiscal Report

In FY23, Bedford TV saw a total operations income of \$237,905.50 and total operations expenses of \$208,931.91 which netted in a \$28,973.59 underrun. Staff salaries came in \$20,500.60 under budget. This was due primarily to turnover, staff away on leave and no temporary contract labor being hired, and current staff salaries being adjusted to a fair rate during the year. Insurance costs were also \$5,186.06 under budget with only one employee enrolled last year.

The underrun has been 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 2023 PEG Access Income vs. Budget July 2022 - June 2023

	YTD	П	BCAT Budget
	Jul/22 - Jun/23	Jul/22 - Jun/23	
Income - Operations		П	
Town PEG Access Appropriation	\$ 230,108.00	Ш	\$ 230,108.00
Class Revenue	\$ 6,787.50	Ш	\$ 5,000.00
DVD & USB Copies	\$ 1,010.00		\$ 1,500.00
Total Income - Operations	\$ 237,905.50		\$ 236,608.00

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

Bedford Community Access Television FY 2023 PEG Access Expenses vs. Budget July 2022 - June 2023

July 2022 - June 2023	YTD	BCAT Budget
	Jul/22 - Jun/23	Jul/22 - Jun/23
Expense - Operations		
Salaries	\$ 159,754.32	\$ 180,078.00
Payroll Taxes	\$ 13,823.08	\$ 14,000.00
Total - Salaries & Taxes	\$ 173,577.40	\$ 194,078.00
Contract Labor		
Videography	\$ -	\$ -
Other Contract Labor	\$ -	\$ -
Technical Support/Services	\$ -	\$ 500.00
Web Services	\$ -	\$ -
Total - Contract Labor	\$ - \$ -	\$ 500.00
Facility		
Internet/Phone	\$ 1,690.82	\$ 1,870.00
Janitor/Cleaning	\$ 1,300.00	\$ 1,400.00
Studio & Sets	\$ 124.40	\$ 300.00
Total - Facility	\$ 3,115.22	\$ 3,570.00
Government Fees	\$ 88.50	\$ 100.00
	\$ 00.50	7 100.00
Insurance Worker's Comp Insurance	\$ 763.00	\$ 710.00
Employee Dental Insurance	\$ 787.42	\$ 2,153.00
Employee Medical Insurance	\$ 5,464.52	\$ 8,388.00
Media Directors, Officers	\$ 3,121.00	\$ 4,431.00
General Liability, Commercial	\$ 3,351.00	\$ 2,991.00
Fidelity Bond	\$ 150.00	\$ 150.00
Total - Insurance	\$ 13,636.94	\$ 18,823.00
Organizational Expenses		, ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
Volunteer	\$ 1,076.17	\$ 500.00
Miscellaneous		\$ 365.00
Community Outreach	\$ 432.36 \$ 2,749.45	\$ 2,000.00
Web Hosting	\$ 166.78	\$ 105.00
Bank Charges / Transaction Fees	\$ 38.33	\$ 100.00
Student/Intern Supplies		\$ 500.00
Total - Organizational Expenses	\$ 201.77 \$ 4,664.86	\$ 3,570.00
Professional Development	,	,
Conference Fees	\$ 555.00	\$ 800.00
Conference Travel Expenses	\$ 337.10	\$ 200.00
Dues and Subscriptions	\$ 1,158.98	\$ 1,394.00
Professional Development Training	\$ 359.97	\$ 950.00
Total - Professional Development	\$ 359.97 \$ 2,411.05	\$ 3,344.00
Supplies		
Production Supplies & Expenses	\$ 1,439.28	\$ 1,200.00
Computer (I.T.) Supplies	\$ 899.95	\$ 600.00
Office	\$ 626.42	\$ 600.00
Postage	\$ 626.42 \$ 15.43 \$ 2,981.08	\$ 150.00
Total - Supplies	\$ 2,981.08	\$ 2,550.00

Bedford Community Access Television FY 2023 PEG Access Expenses vs. Budget July 2022 - June 2023

		YTD	П	BCAT Budget
	Jul/22 - Jun/23			Jul/22 - Jun/23
Professional Fees				
СРА	\$	4,400.00	\$	4,500.00
Bookkeeping	\$	928.00	\$	928.00
Payroll Service	\$	1,633.00	\$	1,320.00
Misc. Professional Fees	\$	-	\$	125.00
CORI Fees	\$	25.59	\$	200.00
Total - Professional Fees	\$	6,986.59	\$	7,073.00
Operating Capital				
Office Furniture (Town Owned)	\$	234.98	\$	500.00
Office Equipment (Town Owned)	\$	74.64	\$	500.00
Production Equipment (Town Owned)	\$	1,160.65	\$	2,000.00
Total - Operating Capital	\$	1,470.27	\$	3,000.00
Total Expense - Operations	\$	208,931.91	\$	236,608.00
Net Income (Loss) from Operations	\$	28,973.59	\$	-

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

7/1/2022 - Amazon - VIVO - 32-inch Desk Converter, Sit to Stand Dual Monitor and Laptop Workstation with Wide Keyboard Tray, Black (Model # DESK-V000K) (ASIN #B075JYG2TB) - \$124.99

7/2/2022 - Amazon - DJI RS 2 - 3-Axis Gimbal Stabilizer for DSLR and Mirrorless Cameras, 1.4" Full-Color Touchscreen, Black (Model # CP.RN.00000093.01) – \$759.00

10/04/2022 - Amazon - Apple 20W USB-C power adapter - \$17.98

12/06/2022 – BestBuy – 2 Output HDMI Splitter – \$74.36

3/30/2023 - B&H Photo - Auray Telescoping Tabletop Microphone Stand (2-Pack) - Black (Model #AUTT6220B2K) - \$35.65

3/30/2023 – B&H Photo – Shure SM58-LC Cardioid Dynamic Microphone (Model #SHSM58LC) x 3 (\$99.00 each) - \$297.00

4/24/2023 - Amazon - Apple Magic Trackpad: Wireless, Bluetooth, Rechargeable - White (Model #MK2D3AM/A) - \$112.38

4/24/2023 - Amazon - Asurion, LLC - Asurion 3 Year Portable Electronic Accident Protection Plan (ASIN# B08JMHSWQL) - \$21.99

6/30/2023 - Amazon - Tangkula - Tangkula Rolling Computer Desk - Walnut (Model # AM0811HM) - \$109.99

6/30/2023 - Amazon - Apple Care+ for iPad - 9th Generation (2 years) - \$69.00

11.3.2.d Assets, acquired and/or disposed

In addition to assets added to the equipment list (11.3.2 c), capital assets are 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 items were suggested by Bedford TV for capital appropriation during FY23.

Light Kit - \$4,636 Field Cameras (1) - \$2,795 Desktop Computers (2) - \$10,136

All of the equipment above was purchased in FY23. All FY22 equipment purchases that were not completed and were carried over into FY23 were also purchased.

Bedford TV did not dispose of any assets in FY23. We are currently reviewing our inventory to compile a list of potentially disposable assets.

11.3.2.e Fundraising activities

Bedford TV raised \$6,787.50 in FY23 in program revenue from elementary school, middle school, and blended-age classes. This is up from the \$4137.50 class revenue in FY22.

Bedford TV also sells physical media at our studio and through our website. This year, we sold \$1,010 worth of DVDs and USBs, down from \$1,675 in FY22. A majority of our media sales come from end-of-school-year events such as graduation. This year, we also had income from media sales from selling copies of BHS sports.

We also raised funds in FY23 for BCAT, Inc., through the Community Partnership program, our new Business Sponsorship and Individual Sponsorship programs, and donations. Specific monetary donations were made in appreciation for our work at Bedford Day, and Bedford High School Sports coverage. Our gross fundraising total for FY23 was \$5,391.48, up from \$4,610.66 in FY22. Our community partners and sponsors were The Goddard School, Black Dog Company, Red Heat Tavern, Diane Bridgeman Dental, and Suzanne and Company. We gave a portion of our funds raised (\$1,000 total) to two graduating BHS students who had volunteered extensively with the station through their academic career in Bedford.

Bedford TV also received a grant from the Bedford Rotary Club in the amount of \$959.52 for the purchase of 4 yearly subscriptions to Adobe Creative Cloud. These accounts were used by Bedford TV staff and volunteers

to learn editing techniques on professional and up to date software.

In total, we spent \$1,492.46 on fundraising activities, BCAT Owned Production Equipment, promotional wear and scholarships. This gave Bedford TV a net income of \$3,899.02 in fundraising for FY23, down from \$4,109.79 in FY22.

11.3.2.f Reserve Fund and bank account balances

Bedford Community Access Television FY 2023 Reserve Fund P & L

July 2022 - June 2023

		YTD		
	Ju	Jul/22 - Jun/23		
Fundraising Income				
Fundraising				
Grants	\$	959.52		
Donations	\$	3,480.54		
Other Fundraising Income	\$	141.69		
Bank Interest	\$	809.73		
Total - Fundraising Income	\$	5,391.48		
Fundraising Expense				
Fundraising Expenses				
Special Events	\$	-		
Fundraising Supplies	\$	-		
Fundraising Fees	\$	27.69		
Scholarships Granted	\$	1,000.00		
Production Equipment (BCAT Owned)	\$	464.77		
Miscellaneous (BCAT Funded)	\$	-		
Total - Fundraising Expense	\$	1,492.46		
Net Income (Loss) from Fundraising	\$	3,899.02		

Bedford Community Access Television FY 2023 Cash Accounts

	Ju	l/22 - Jun/23
BCAT Cash Account Balances		
Current Cash Assets		
Checking/Savings		
Middlesex Checking	\$	22,649.30
Middlesex Savings	\$	77,336.08
BCAT Petty Cash	\$	115.31
PayPal	\$	20.00
Total Cash Assets	\$	100,120.69
Allocation of BCAT Cash Balance Total		
BTV Operations - Bedford PEG Access Grant Agreement	\$	24,143.34
BCAT Reserve from Donations & Other Income	\$	75,977.35
TOTAL	\$	100,120.69

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 July 1.

Report not requested by the Town in FY2023.

11.3.2.h Certificates of Insurance



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 03/24/2022

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 have ADDITIONAL INSURED provisions or 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). DAWN LANGLOIS CONTACT NAME: PRODUCER PHONE (A/C, No, Ext): E-MAIL ADDRESS: (781) 585-2522 FAX (A/C, No): (781) 585-9415 Clippership Insurance Agency DLANGLOIS@CLIPPERINS.COM PO Box 112 INSURER(S) AFFORDING COVERAGE NAIC # MA 02364 Sentinel Insurance Company, LTD 11000 Kingston INSURER A: INSURER B: Hartford Accident and Indemnity Company INSURED 22357 INSURER C: Philadelphia Insurance Cos. 23850 **Bedford Community Access** 16 South Rd Fl 2 INSURER D: INSURER E : MA 01730 Bedford INSURER F: CL2232454221 **CERTIFICATE NUMBER: REVISION NUMBER: COVERAGES** 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. ADDL SUBR POLICY EXP (MM/DD/YYYY) TYPE OF INSURANCE POLICY NUMBER 2,000,000 COMMERCIAL GENERAL LIABILITY EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) 1,000,000 CLAIMS-MADE X OCCUR 10,000 MED EXP (Any one person) 02/10/2022 2.000,000 08SBANN1878 02/10/2023 Υ PERSONAL & ADV INJURY 4.000.000 GEN'L AGGREGATE LIMIT APPLIES PER: GENERAL AGGREGATE PRO-JECT 4,000,000 POLICY PRODUCTS - COMP/OP AGG OTHER: COMBINED SINGLE LIMIT (Ea accident) \$ 2,000,000 AUTOMOBILE LIABILITY ANY AUTO BODILY INJURY (Per person) OWNED AUTOS ONLY HIRED AUTOS ONLY SCHEDULED AUTOS NON-OWNED AUTOS ONLY 02/10/2022 02/10/2023 Y 08SBANN1878 BODILY INJURY (Per accident) s PROPERTY DAMAGE (Per accident) s s UMBRELLA LIAB EACH OCCURRENCE EXCESS LIAB AGGREGATE CLAIMS-MADE DED RETENTION \$ WORKERS COMPENSATION PER STATUTE AND EMPLOYERS' LIABILITY 1,000,000 ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) E.L. EACH ACCIDENT 02/10/2022 02/10/2023 N/A 08WECCS4262 1,000,000 E.L. DISEASE - EA EMPLOYEE f yes, describe under DESCRIPTION OF OPERATIONS below 1,000,000 E.L. DISEASE - POLICY LIMIT PROFESSIONAL LIABILITY PHSD1702409/PSSD1702406 04/20/2022 04/20/2023 E&O 1.000.000 PROFESSIONAL LIABILITY **DIRECTORS** 1,000,000 DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required) TOWN OF BEDFORD SHALL BE NAMED AS ADDITIONALLY INSURED CANCELLATION **CERTIFICATE HOLDER** SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. TOWN OF BEDFORD 10 MUDGE WAY AUTHORIZED REPRESENTATIVE Damit Langle BEDFORD MA 01730

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ACORD

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 01/06/2023

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 have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).										
PRODUCER					CONTAC NAME:	DAWN LA	NGLOIS			
Clippership Insurance Agency						/704\ EG	5-2522	FAX (A/C, No):	781) 5	85-9415
	Box 112			j	E-MAIL ADDRES	DLANGLO	IS@CLIPPER			
				ı	ADDILL		HIRERIS) AFFOR	DING COVERAGE		NAIC#
Kind	gston			MA 02364					11000	
INSU	· · · · · · · · · · · · · · · · · · ·					NA.		ndemnity Company		22357
INSU					INSURE	Division	hia Insurance			23850
	Bedford Community Access				INSURE					
	16 South Rd Fl 2				INSURE				-	
	-			MA 04720	INSURE				\dashv	
	Bedford			MA 01730	INSURE	RF:		DELMOION NUMBER		
CO	VERAGES CERT	IFIC/	ATE N	NUMBER: CL231654819		TO THE INCH		REVISION NUMBER:	D	
IN C	HIS IS TO CERTIFY THAT THE POLICIES OF IN IDICATED. NOTWITHSTANDING ANY REQUIR ERTIFICATE MAY BE ISSUED OR MAY PERTA XCLUSIONS AND CONDITIONS OF SUCH POL	REMEN IN, TH LICIES	NT, TE HE INS S. LIMI	ERM OR CONDITION OF ANY (SURANCE AFFORDED BY THE	CONTRA E POLICI	ACT OR OTHER IES DESCRIBEI ED BY PAID CL	DOCUMENT V DHEREIN IS SI AIMS.	MTH RESPECT TO WHICH THI	s	
INSR	TYPE OF INSURANCE	ADDL:	WVD	POLICY NUMBER		POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS		
	COMMERCIAL GENERAL LIABILITY	П	\Box	i				EACH OCCURRENCE \$	2,00	0,000
	CLAIMS-MADE X OCCUR	ıl	. [1				DAMAGE TO RENTED PREMISES (Ea occurrence) \$	1,00	0,000
		ıl	. 1	1				MED EXP (Any one person) \$	10,0	00
Α		Y	. 1	08SBANN1878		02/10/2023	02/10/2024	PERSONAL & ADV INJURY \$	2,00	0,000
	GEN'L AGGREGATE LIMIT APPLIES PER:	ıİ	1	l				GENERAL AGGREGATE \$	4,00	0,000
	POLICY PRO- LOC		1	1				PRODUCTS - COMP/OP AGG \$	4,00	0,000
	OTHER:		1 1	1				\$	1	
_	AUTOMOBILE LIABILITY							COMBINED SINGLE LIMIT (Ea accident)	2,00	0,000
	ANYAUTO	ı !		1				BODILY INJURY (Per person) \$;	
A	OWNED SCHEDULED	,	08SBANN1878	08SBANN1878		02/10/2023	02/10/2024	BODILY INJURY (Per accident) \$		
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	AUTOS ONLY AUTOS ONLY		1	ĺ				(Per accident)		-
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	H		ıl	1						
1	EXCESS LIAB CLAIMS-MADE			1				AGGREGATE S		
<u> </u>	DED RETENTION \$ WORKERS COMPENSATION	\vdash	\vdash					PER OTH-		
l	AND EMPLOYERS' LIABILITY Y/N			Í					1,00	0.000
В	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED?	N/A	/A 08WECCS4262	08WECCS4262		02/10/2023	02/10/2024	E.E. EACHAOGIDEN	4.00	0,000
	(Mandatory in NH)			1					1,00	
	If yes, describe under DESCRIPTION OF OPERATIONS below	<u> </u>	\sqcup	<u> </u>			· · · · · · · · · · · · · · · · · · ·	E.L. DISEASE - POLICY LIMIT S	3 1,00	
	PROFESSIONAL LIABILITY						0.410010000	500	1.00	
C	PROFESSIONAL LIABILITY	Y		PHSD1702406/PHSD17024	409	04/20/2022	04/20/2023	E&O		00,000
								DIRECTORS	1,00	0,000
	SCRIPTION OF OPERATIONS / LOCATIONS / VEHICLE				, may be a	ttached If more s	pace is required)			
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CERTIFICATE HOLDER CANCELLATION										
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1	10 MUDGE WAY				AUTHORIZED REPRESENTATIVE					
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1	BEDFORD			MA 01730	1	كاستنيب	- Joseph	with Engr	-	•

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ACORD

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 03/20/2023

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 have ADDITIONAL INSURED provisions or be endorsed.

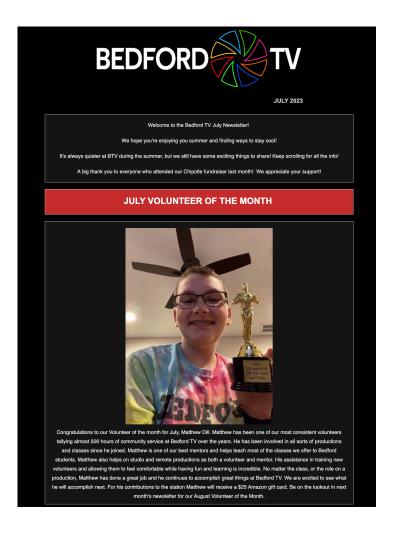
this certificate does not confer rig	=	•	endorsement(s).	ı
PRODUCER			CONTACT DAWN LANGLOIS NAME:	
Clippership Insurance Agency			PHONE (A/C, No, Ext): (781) 585-2522 FAX (A/C, No): (781) 58	5-9415
PO Box 112			E-MAIL DLANGLOIS@CLIPPERINS.COM	
			INSURER(S) AFFORDING COVERAGE	NAIC #
Kingston	MA	02364	INSURER A: Sentinel Insurance Company, LTD	11000
INSURED			INSURER B: Hartford Accident and Indemnity Company	22357
Bedford Community Acce	ess		INSURER C: Philadelphia Insurance Cos.	23850
16 South Rd Fl 2			INSURER D: Mount Vernon Fire Insurance Company	
			INSURER E :	
Bedford	MA	01730	INSURER F:	
COVERAGES	CERTIFICATE NUMBER:	CL233205493	REVISION NUMBER:	
THIS IS TO CERTIFY THAT THE POLICIE	ES OF INSURANCE LISTED BEI	OW HAVE BEEN	SSUED 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. ADDL|SUBR POLICY EFF POLICY EXP
(MM/DD/YYYY) (MM/DD/YYYY) TYPE OF INSURANCE POLICY NUMBER LTR INSD WVD COMMERCIAL GENERAL LIABILITY 2.000.000 EACH OCCURRENCE
DAMAGE TO RENTED
PREMISES (Ea occurrence) CLAIMS-MADE | OCCUR 1,000,000 10,000 MED EXP (Any one person) Α Υ 08SBANN1878 02/10/2023 02/10/2024 2,000,000 PERSONAL & ADV INJURY 4,000,000 GEN'L AGGREGATE LIMIT APPLIES PER: GENERAL AGGREGATE \$ 4,000,000 PRO-JECT > POLICY PRODUCTS - COMP/OP AGG OTHER: COMBINED SINGLE LIMIT \$ 2.000,000 AUTOMOBILE LIABILITY ANY AUTO BODILY INJURY (Per person) OWNED AUTOS ONLY HIRED SCHEDULED Α Υ 08SBANN1878 02/10/2023 02/10/2024 BODILY INJURY (Per accident) AUTOS NON-OWNED PROPERTY DAMAGE \$ AUTOS ONLY AUTOS ONLY (Per accident) \$ UMBRELLA LIAB OCCUR EACH OCCURRENCE **EXCESS LIAB** CLAIMS-MADE AGGREGATE DED RETENTION \$ WORKERS COMPENSATION PER STATUTE AND EMPLOYERS' LIABILITY 1,000,000 ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) E.L. EACH ACCIDENT В 08WECCS4262 02/10/2023 02/10/2024 1,000,000 E.L. DISEASE - EA EMPLOYEE If yes, describe under DESCRIPTION OF OPERATIONS below 1,000,000 E.L. DISEASE - POLICY LIMIT PROFESSIONAL LIABILITY PHSD1781875 and NDO256172 C,D 04/20/2023 04/20/2024 E&O 1,000,000 PROFESSIONAL LIABILITY **DIRECTORS** 1.000.000 DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required) TOWN OF BEDFORD SHALL BE NAMED AS ADDITIONALLY INSURED

CERTIFICATI	E HOLDER		CANCELLATION
	TOWN OF BEDFORD 10 MUDGE WAY		SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	TO MODGE WAT		AUTHORIZED REPRESENTATIVE
	BEDFORD	MA 01730	David Ranglin

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Appendix A: E-Mail Newsletter







VIDEOS AVAILABLE FOR PURCHASE

UPDATED RULES AND REGULATIONS

We've updated our Rules and Regulations. Click the link for more info.

INTERN WITH BEDFORD TV

Help Bedford TV keep the wheels turning by becoming a Videography intern. Responsibilities meetings with OBS, recording sporting events and town events, converting and uploading co archival. Selected candidates will need to have reliable transportation to and from Bed

COMMUNICATIONS INTERN

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

WORDPRESS INTERN

Ord TV and The Bedford Citizen are looking for an intern that is familiar with using Wordpress and Wordpress themes to help
design, 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.

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

BEDFORD TV SCHEDULE

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

YouTube - https://www.youtube.com/BedfordTVMA



