



Bedford Community Access Television

## ANNUAL REPORT

Fiscal Year 2025

July 1, 2024 – June 30, 2025

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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 supporting the Town in addressing these changes in order to continue to provide high level services to the Town and build our audience across all platforms.

During FY 2025 Bedford TV saw growth across several key metrics such as 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. The following report details our FY25 statistics.

## 11.3.1 Programming and Membership Report

In FY25 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.

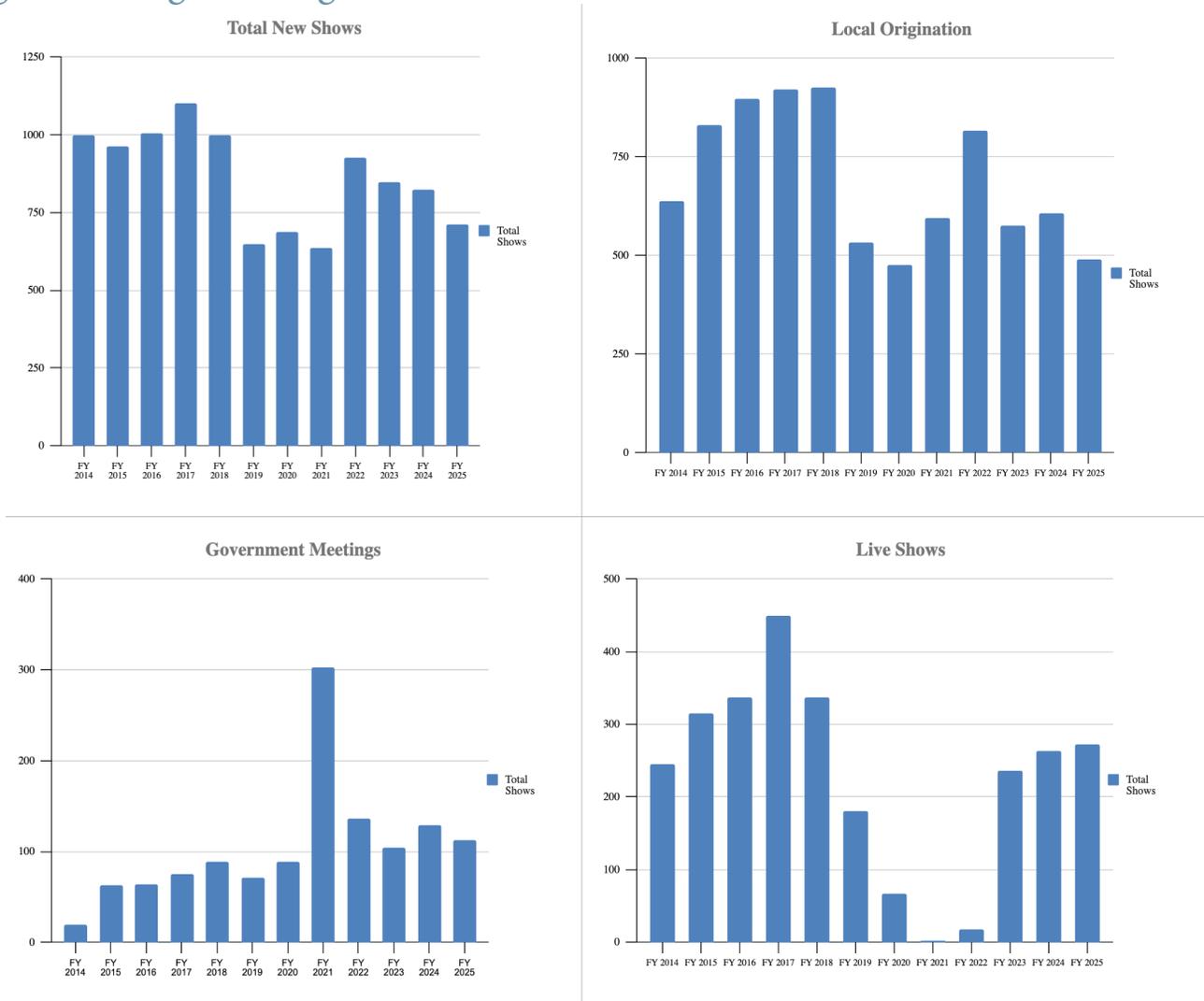
In FY25 Bedford TV broadcast 712 total new shows for a total of 778 hours of content on our video server. Of these shows 491 were locally produced, 112 were government meetings and 272 originally aired live. These programs included Bedford TV's coverage of the Bedford High School Graduation, Annual Town Meeting, our weekly News program and many more events around town and in our studio.

This compares with FY24 where Bedford TV produced 823 total new shows for a total of 852 hours of content. Of these shows 606 were locally produced, 129 were government meetings and 263 were originally aired live.

Although the total number of new shows broadcast on our video server slightly decreased, many of our shows have multiple components that are combined into one show. For instance, most Bedford TV news episode has a sports report and video segments that are produced for each episode but are combined into one news episode. Programs originally aired live continue to increase the last three years. 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.

Our programming would not be possible without an active membership base. Membership numbers and engagement are critical to the operations of Bedford TV and in FY 2025 Bedford TV added 34 new members and had 86 Bedford students in grades 3 through 12 sign up for courses submitted through the Bedford Recreation Department. These classes also have dedicated student mentors assisting. Each mentor has at least 75 hours of community service at Bedford TV. In these classes we had a total of 32 mentors helping in FY25.

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 offered many training courses to a wide variety of ages in Bedford.

During Q1 of FY 25 our first class was a four session Intro to Filmmaking course that took place on July 9th, 10th, 16th, and 17th. Two students took this course and Bedford TV had the help of two of our student mentors. Our student mentors all have a minimum of 75 hours of community service at Bedford TV with most having over 200 hours of service. Our next class was Intro to Photography which had one student and two student mentors. This class started on July 30th and met every Tuesday for four weeks. Our next class was another Intro to Filmmaking course that consisted of four sessions and took place every Thursday starting August 1st. This class had two students and three student mentors. Our last class of Q1 was an Intro to Scriptwriting class that consisted of four sessions starting on September 11th and had six students and five student mentors. All these courses were offered in partnership with the Bedford Recreation Department.

Bedford TV also held two weeklong summer camps in Q1. These camps ran from 12:00 to 3:00 for a week straight and focused on our weekly news coverage. In these camps students learned about all the studio and remote equipment that is used to create our weekly news show. They then used those skills to create their own news story and create their own “kids version” of our weekly news show. The first camp ran from July 22nd through July 26th and had one student while the second camp ran from August 26th through August 30th and had six students.

Bedford TV also continued our success from the previous spring and offered another Advanced Filmmaking course to our student mentors that started on September 12th. This class takes place over twelve weeks and is run solely by Bedford TV. During this class students created their own short film from concept to completion. They were responsible for coming up with the idea, writing their script, finding actors and actresses, creating shot lists, scheduling filming, and editing the whole film together. A premiere screening for this class took place at the Bedford TV Annual Meeting and Awards Night on December 6th.

During Q2 Bedford TV wrapped up our Intro to Scriptwriting class that started in Q1 and held one new class. This new class was a four session Intro to Filmmaking course that started on October 16th and ended on November 6th. This class had 13 students and 5 student mentors. Bedford TV did not offer any more classes during Q2 due to the attendance records in previous years around the holiday season. Bedford TV also wrapped up our Advanced Filmmaking course with our student mentors that started on September 12th and held the premiere screening at the Bedford TV Annual Meeting and Awards Night on December 6th.

During Q3 Bedford TV held an Intro to Filmmaking class each Wednesday from January 8th through January 29th. This class had 14 students and 4 student mentors. Bedford TV also held an Intro to Script Writing class each Wednesday from February 12th through March 12th. This class consisted of 11 students and 4 student mentors. Lastly, an Intro to Photography class started on March 19th and will be finished in Q4.

Bedford TV held another Advanced Filmmaking course for our dedicated student mentors. This class met every Friday starting March 7th, and was run solely by Bedford TV. During this advanced class the students created their own short documentary about Bedford TV and all the different projects that we work on. The students were responsible for coming up with the idea, writing their script, creating shot lists, scheduling filming, finding b-roll, and editing the whole film together.

During Q4 Bedford TV finished up one class that started in Q3 and held two more. The first class was Intro to Filmmaking that started on March 19th and took place every Wednesday for 4 weeks finishing on April 9th. There were a total of 9 students and 5 mentors in the class. The next class was Intro to Scriptwriting class which met every Wednesday for 4 weeks starting April 23rd and finishing on May 14th. There were a total of 4 students and 3 mentors in this class. The final class in Q4 was the Intro to Photography that started on May 21st and took place every Wednesday for 4 weeks finishing on June 11th. There were a total of 7 students and 4 mentors in the class.

This year a total of ten introductory classes, two camps and two advanced filmmaking classes were offered to Bedford students ranging between grades 3 and 12. Upon completion of these classes the videos created were loaded onto Bedford TV’s YouTube channel.

The Bedford TV facility was also happy to offer both virtual and in-person training opportunities to its members in FY25. 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 much 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 both Adobe editing software (Premiere, Photoshop, & After Effects) as well as Final Cut Pro. 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.

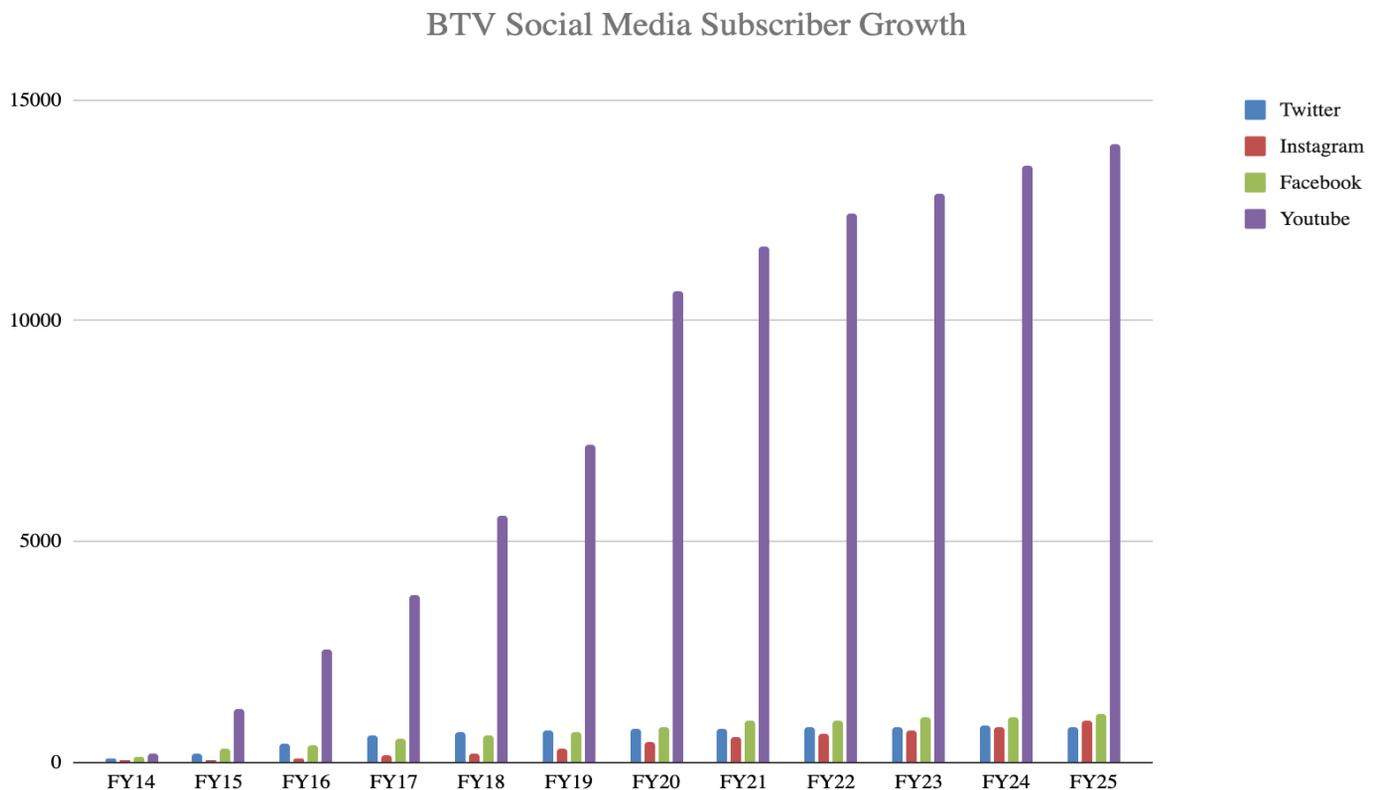
In addition to training for our members, Bedford TV also offers internships to students. Bedford TV continued to offer its production and communication internships. Bedford TV had three interns throughout FY25. During Q1 and Q2 our intern was a Bedford High School student who worked in partnership with both the Executive Director, the Digital Marketing and Outreach Specialist and the Production Coordinator on updating our website, covering Bedford TV events and updating our social media presence. During Q4 Bedford TV had two more interns. Both of these interns were college students and focused primarily on video production and graphic animation.

Additionally, in December, Bedford TV held its ninth Annual BTV Awards Ceremony in the Great Room at Old Town Hall in FY25, with members of Bedford TV and staff broadcasting the event live to YouTube. During the event, we recognized the many volunteers that help at the station and held a screening for our recently finished Advanced Filmmaking class. 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 also recognized all the students who interned with us between December 2023 and December 2024.

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. 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 FY25. For more detail on our social media statistics see Figure 2 below.

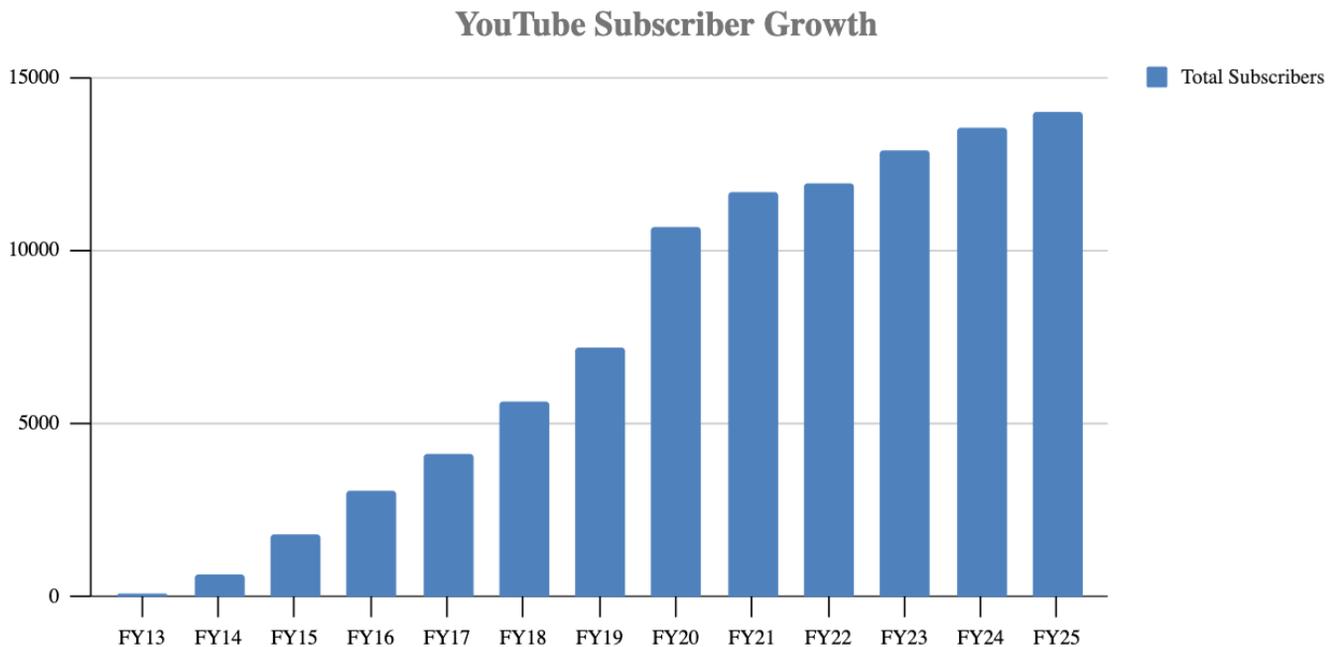
Figure 2: Social Media Subscriber Count



In FY25 our YouTube channel had 174,049 views with an estimated 28,500 hours watched, and 565 new subscribers, bringing the total to 13,433 subscribers.

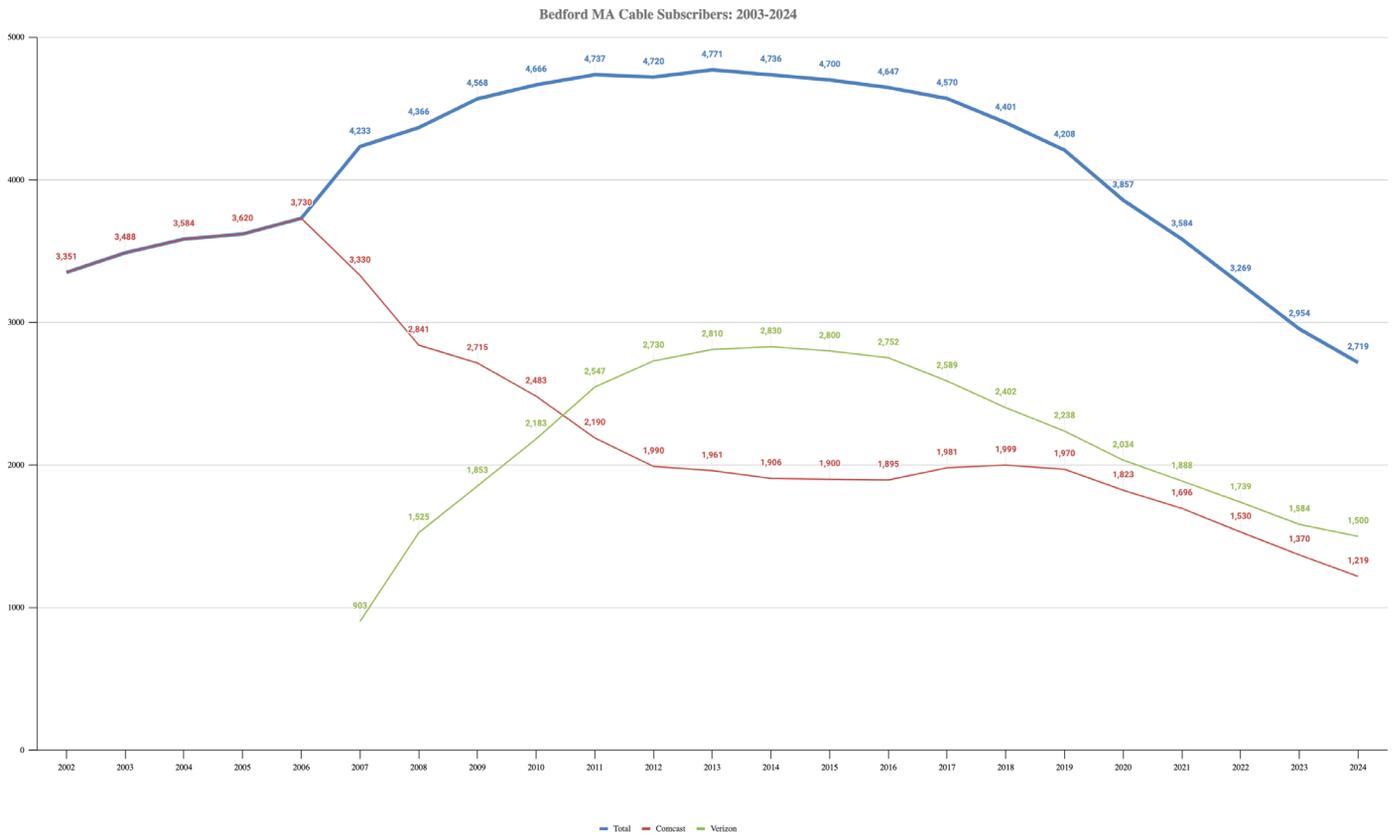
For more detail on our YouTube subscriber base, see Figure 3 below which shows the rapid increase of our subscribers from the inception of Bedford TV's YouTube channel on December 16th, 2011.

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 2024 Bedford cable subscribers went down by 235 (7.96%) while YouTube subscribers increased by 565 (4.2%). Bedford TV sees this acceleration and is on top of the evolution of the media landscape.

Figure 4: Bedford, MA Cable Subscribers By Year



### 11.3.1.b Equipment Use

In FY25 our field cameras were used for a total of 428 hours. Additionally, we had 180 hours of studio time used at Old Town Hall, and 93 hours of editing time. We had 285 hours of equipment usage from the Select Board’s Meeting Room covering government boards and committee meetings. We recorded other government board and committee meetings either via Open Broadcaster Studio (OBS) and Zoom or in the LGI room at BHS or Reed Room at Town Hall for a total of 168 hours.

In FY24 our field cameras were used for a total of 373 hours. Additionally, we had 152 hours of studio time used at Old Town Hall, and 49.5 hours of editing time. We had 143 hours of equipment usage from the Select Board’s Meeting Room covering government boards and committee meetings. We recorded other government board and committee meetings either via Open Broadcaster Studio (OBS) and Zoom or in the LGI room at BHS or Reed Room at Town Hall for a total of 102 hours.

These numbers show an increase in all areas in FY25, compared with FY24.

## 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:

- 2024 Annual Artisans Market & Tree Lighting
- 2024 Bedford Cultural District Festival
- 2024 Bedford Day Parade
- 2024 Jacob Wren Throckmorton Memorial Art Show
- 2025 Annual Black History Month & Soul Food Dinner Celebration
- 2025 Bedford Pride Celebration
- 2025 Bedford PTO Color Run
- 2025 Holi Festival
- Bedford Historical Society Exhibit - (6 Episodes)
- Bedford Common (10 Episodes)
- Bedford Gems - Ruby Tuesday Designs
- Bedford Pole Capping
- Bedford Rotary Meeting
- Bedford Talks - Right at Home
- Bedford Talks - Suzanne Koller
- Bedford Talks - Tenacity Challenge
- Bedford TV Annual Meeting and Awards Night
- Bedford TV News (50 episodes)
- Bedford TV Student News
- Bedford VA Creative Arts Festival - Studio Performances
- Bedford VAMC - Creative Arts Competition - Spoken Word Showcase
- Bedford Veterans Day Ceremony
- Behind the Streams - A Bedford TV Documentary
- Ben Couvee live at Bedford TV! 7/18/24
- Ben Couvee live at Bedford TV! 11/1/24
- Ben Couvee's Holiday Music Video
- Citizen of the Year Ceremony
- CSF Dollars for Scholars - Mike Rosenberg Tribute
- Delight in the Limelight
- Election of Character
- First Church
- First Parish
- Flavors of Bedford
- FYZICAL Ribbon Cutting Ceremony
- Heritage Church
- High School Tenacity Challenge (100)
- Howie & Mel Folk Music Concert
- Imagine Public Art Walk in Bedford
- Irene Parker Foyer Dedication Ceremony
- International Church of God
- Kristallnacht Remembrance
- Leaf Blowers PSA
- Lunar New Year
- Memorial Day Ceremony
- Mentor Spotlight
- Mike Rosenberg Remembrance Video
- Middle School Tenacity Challenge
- MLK Memorial Breakfast
- NASA Interview - Patrick Renna
- News Song Bedford - Southern Rail
- Neighbors to Know
- On the Spot
- Pumpkin Smash
- Temple Shalom Emeth
- The Groove and Gab Cafe - (8 Episodes)
- Theodore Roosevelt - A Midwest President
- Trunk or Treat
- Starfish Storytellers (11 Episodes)
- Vabhaha School Dance Recital 2025
- Yellow Tulip Project 11/11/24
- Yellow Tulip Project 5/16/25

## Education:

- Advanced Filmmaking - Big Picture
- Advanced Filmmaking - Big Picture - Trailer
- Advanced Filmmaking Premiere
- Bedford Rec Dance Recital
- Bedford TV News Sports Recap
- BHS Future First-Year Information Night
- BHS Graduation
- BHS Junior Parent Night
- BHS Now
- BHS Prom Stroll
- BHS Swimming and Diving (2 Meets)
- BHS Wrestling (3 Matches)
- Boys Baseball (7 Games)
- Boys Basketball (7 Games)
- Boys Football (6 Games)
- Boys Hockey (10 Games)
- Boys Lacrosse (7 Games)
- Boys Soccer (11 Games)
- CSF Dollars for Scholars
- English Learners Awards Night
- Girls Basketball (9 Games)
- Girls Field Hockey (9 Games)
- Girls Hockey (4 Games)
- Girls Lacrosse (11 Games)
- Girls Soccer (9 Games)
- Girls Softball (13 Games)
- Girls Volleyball (10 Games)
- Introduction to Filmmaking - (9 Videos)
- JGMS Moving on Ceremony
- Lane School Veterans' Day Assembly
- Lane Talent Show 2025
- Let's Take Some Shots - (8 Videos)
- National Honors Society Ceremony
- Pro-Tip Tuesday
- Teacher Appreciation Week
- Transition from 5th to 6th grade

## Government:

- 2024 Special Town Meeting
- 2024 Special Town Meeting Article Videos
- 2025 Town Meeting
- 2025 Town Meeting Article Videos
- Bedford 4-Committee Meeting
- Bedford Common (10 Episodes)
- Bedford Town Election League of Women Voters Candidate Forum
- Bedford Town Caucus
- Board of Health
- Carlisle Road Development
- Community Forum: Autism in Bedford Through the Life Cycle
- Community Forum: Recreation Commission Springs Brook Park
- Council on Aging
- Energy & Sustainability Committee
- Finance Committee
- Historical Society Meeting
- Job Lane House Annual Meeting
- Planning Board
- School Committee
- Select Board
- Select Board Tax Classification Hearing
- Zoning Board of Appeals

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## 11.3.1.d Summary of Activities from PEG programming

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### PUBLIC

In FY25, 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 FY25 see Section 11.3.1.c.

Bedford TV strives to make the show submission process as easy as possible for volunteers. In FY25 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. 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 FY25 see section 11.3.1.c.

### EDUCATION

Bedford TV's strong relationships with all the elementary, middle and high schools in the area as well as Middlesex Community College were vital to our educational programming. 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. Sports coverage is widely regarded as one of the most improved productions that Bedford TV has done in FY25. Between our constantly updating sports graphics, play by play commentary, dedicated student volunteers and more, every game looks better than the last.

Bedford TV continued to work with Bedford JGMS and 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 Bedford TV 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, have tallied over 75 community service hours, and have completed their "mentor test". In FY25 there were 86 students in grades 3 through 12 who participated in classes at Bedford TV. These students totaled over 7,953 community service hours. Of these students 5 became a mentor in FY25.

Bedford TV also continued its internship program. This program has been running for the last fifteen years and originally started with just summer interns. This year, we had three interns, who began at various points throughout the school year. This included our typical video production interns, who spent their time primarily recording and live streaming government meetings and events around town when they weren't updating graphics packages for upcoming productions. One intern primarily focused on updating our website and created video introductions for programs like Bedford TV News and government meetings.

For a complete list of Educational shows from FY25 see section 11.3.1.c.

## GOVERNMENT

In FY25, much of Bedford TV's programming was government programming derived primarily from recording Town governmental boards and committees. Bedford TV covered as many meetings as possible in FY25 to provide all residents with an opportunity to watch the meetings. Bedford TV 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, Special Town Meeting, Town Caucus and other public forums while also covering other meetings when requested. In FY25, Bedford TV covered 112 government meetings and events, which represented 453 hours of programming.

In addition to government meetings, Bedford TV worked with other local government organizations and officials to produce and share programming. In FY25 Bedford TV worked with the League of Women Voters and local elected officials. Additionally, we aired programming from the Massachusetts House of Representa-

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### 11.3.1.e Complaints and Public Comments

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There were no complaints or public comments in FY25 about signal quality.

# 11.3.2 Fiscal Report

In FY25, Bedford TV saw a total operations income of \$255,956.97 and total operations expenses of \$244,357.61 which netted in a \$11,599.36 underrun. Class Revenue was expected to bring in \$6,500 but ended up at \$13,666.97 in FY25. DVD and USB sales were also slightly higher than expected increasing our total operations income by \$7,472.

Staff salaries came in \$4,699 under budget. Technical Support was \$800 over budget due to issues with our studio switcher and a service plan needing to be purchased for the next calendar year. Facility charges were \$702 over budget primarily due to our janitorial services raising their rates for the first time since we have started using them. Insurance costs were \$1,307 under budget with only one employee enrolled last year and a small buffer built in for increased insurance costs. Organizational Expenses were \$607 over budget with one major purchase being made at the end of FY24 that did not process until Q1 of FY25. Production Supplies were \$1,009 over budget due to several preemptive purchases being made at the end of Q4 when it was evident we would be under budget as a whole.

The FY25 underrun has been returned to the Special Revenue Account held by 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 2025 PEG Access Income vs. Budget  
July 2024 - June 2025**

	<b>FY 2025</b> Jul/24 - Jun/25	<b>BCAT Budget</b> Jul/24 - Jun/25
<b><u>Income - Operations</u></b>		
Town PEG Access Appropriation	\$ 241,235.00	\$ 241,235.00
Class Revenue	\$ 13,666.97	\$ 6,500.00
DVD & USB Copies	\$ 1,055.00	\$ 750.00
<b>Total Income - Operations</b>	<b>\$ 255,956.97</b>	<b>\$ 248,485.00</b>

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

**Bedford Community Access Television**  
**FY 2025 PEG Access Expenses vs. Budget**  
**July 2024 - June 2025**

	<b>FY 2025</b> Jul/24 - Jun/25	<b>BCAT Budget</b> Jul/24 - Jun/25
<b><u>Expense - Operations</u></b>		
Salaries	\$ 186,613.87	\$ 192,950.00
Payroll Taxes	\$ 15,637.28	\$ 14,000.00
<b>Total - Salaries &amp; Taxes</b>	<b>\$ 202,251.15</b>	<b>\$ 206,950.00</b>
Contract Labor		
Videography	\$ -	\$ -
Other Contract Labor	\$ -	\$ -
Technical Support/Services	\$ 1,300.00	\$ 500.00
Web Services	\$ -	\$ -
<b>Total - Contract Labor</b>	<b>\$ 1,300.00</b>	<b>\$ 500.00</b>
Facility		
Internet/Phone	\$ 1,905.95	\$ 1,840.00
Janitor/Cleaning	\$ 1,890.00	\$ 1,400.00
Studio & Sets	\$ 446.22	\$ 300.00
<b>Total - Facility</b>	<b>\$ 4,242.17</b>	<b>\$ 3,540.00</b>
Government Fees	\$ 142.15	\$ 100.00
Insurance		
Worker's Comp Insurance	\$ 875.00	\$ 700.00
Employee Dental Insurance	\$ 732.48	\$ 1,500.00
Employee Medical Insurance	\$ 5,356.90	\$ 6,000.00
Media Directors, Officers	\$ 3,261.00	\$ 4,431.00
General Liability, Commercial	\$ 4,100.00	\$ 3,000.00
Fidelity Bond	\$ 149.00	\$ 150.00
<b>Total - Insurance</b>	<b>\$ 14,474.38</b>	<b>\$ 15,781.00</b>
Organizational Expenses		
Volunteer	\$ 428.68	\$ 750.00
Miscellaneous	\$ 351.53	\$ 365.00
Community Outreach	\$ 2,304.35	\$ 2,000.00
Web Hosting	\$ 443.71	\$ 106.00
Bank Charges / Transaction Fees	\$ 117.33	\$ 100.00
Student/Intern Supplies	\$ 899.93	\$ 600.00
<b>Total - Organizational Expenses</b>	<b>\$ 4,545.53</b>	<b>\$ 3,921.00</b>
Professional Development		
Conference Fees	\$ 1,314.00	\$ 800.00
Conference Travel Expenses	\$ 527.89	\$ 1,200.00
Dues and Subscriptions	\$ 1,028.00	\$ 1,465.00
Professional Development Training	\$ 222.99	\$ 250.00
<b>Total - Professional Development</b>	<b>\$ 3,092.88</b>	<b>\$ 3,715.00</b>
Supplies		
Production Supplies & Expenses	\$ 2,509.12	\$ 1,500.00
Computer (I.T.) Supplies	\$ 551.01	\$ 600.00
Office	\$ 316.45	\$ 500.00
Postage	\$ 14.60	\$ 150.00
<b>Total - Supplies</b>	<b>\$ 3,391.18</b>	<b>\$ 2,750.00</b>

**Bedford Community Access Television**  
**FY 2025 PEG Access Expenses vs. Budget**  
**July 2024 - June 2025**

	<b>FY 2025</b> Jul/24 - Jun/25	<b>BCAT Budget</b> Jul/24 - Jun/25
Professional Fees		
CPA	\$ 4,500.00	\$ 4,500.00
Bookkeeping	\$ 1,100.00	\$ 928.00
Payroll Service	\$ 2,117.00	\$ 2,000.00
Misc. Professional Fees	\$ -	\$ -
CORI Fees	\$ -	\$ -
<b>Total - Professional Fees</b>	<b>\$ 7,717.00</b>	<b>\$ 7,428.00</b>
Operating Capital		
Office Furniture (Town Owned)	\$ 449.98	\$ 400.00
Office Equipment (Town Owned)	\$ 191.48	\$ 400.00
Production Equipment (Town Owned)	\$ 2,559.71	\$ 3,000.00
<b>Total - Operating Capital</b>	<b>\$ 3,201.17</b>	<b>\$ 3,800.00</b>
<b>Total Expense - Operations</b>	<b>\$ 244,357.61</b>	<b>\$ 248,485.00</b>
<b>Net Income (Loss) from Operations</b>	<b>\$ 11,599.36</b>	<b>\$ -</b>

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

7/1/2024 – Amazon – SmallRig – Microphone Shock Mount with Cold Shoe Pinch for Camera Shoes and Boom poles (Model # SR-FA01-1859) x 3 (\$8.00 each) - \$24.00  
7/1/2024 – Amazon – HaoQiEcommerce – NEEWER Heavy Duty C Clamp with Mounting Column for Light Stand ST-CCD1 (Model # 10100388) x 3 (\$23.59 each) – \$70.77  
7/1/2024 – Amazon – C Stand with Boom Arm, Heavy Duty Light Stand , Stainless Steel, Silver (Model # CXJH01) - \$124.00  
7/1/2024 – CameraSpot – Manfrotto Pro Light Cineloder, Camcorder & Cinema Bag, Dark Grey, Size Medium (ASIN# B0C9PVPTR1) - \$279.00  
7/2/2024 – Amazon – HP OfficeJet Pro 9125e All-in-One Inkjet Printer, Color, Touchscreen (Model # 403X0A#B1H) - \$229.99  
7/17/2024 – Amazon – HP 27h Full HD Monitor, Smooth Screen, 100mm Height/Tilt Adjust, Built-in Dual Speakers, Black (Model # 27h) - \$124.99  
7/17/2024 – Amazon – AppleCare+ for MacBook Air, Apple Silicon M2, 3 Year Plan (Model # SF8C2LL/A) - \$139.00  
7/20/2024 – Amazon – Apple 2022 MacBook Air Laptop with M2 chip, 13.6-inch Liquid Retina Display, 8GB RAM, 256GB SSD Storage, Space Gray (Model # MLXW3LL/A) - \$799.00  
7/21/2024 – Amazon – Asurion, LLC – ASURION 2 Year Laptop Protection Plan (\$900 - \$999.99) (ASIN # B07P6YSNZ2) x 2 (\$99.99 each) – \$199.98  
7/22/2024 – Amazon – Kanga Supply – Apple 2023 MacBook Air M2 chip, 15-inch, 8GB RAM, 512GB SSD Storage, Renewed Premium, Space Gray (Model # MQKQ3LL/A) x 2 (\$979.99 each) – \$1959.98  
9/20/2024 – Amazon – Bonsaii US – Bonsaii 12-Sheet Paper Shredder with 5.5 Gallons Bin (Model # MQC243-A) – \$66.49

10/10/2024 – Amazon – ChooChoo Furniture – ChooChoo Farmhouse Coffee Table with Shelf, Espresso (Model # EUR-CT19001-2TRL) – \$111.99  
 10/10/2024 – Amazon – VIVOSUN – Collapsible Wagon with Tailgate, 330lb Load-Bearing Outdoor Utility with All-Terrain Wheels, Black (Model # VSFW007) – \$66.49  
 10/10/2024 – Amazon – Best Buy – INSIGNIA 42-inch Class F20 Series Smart Full HD 1080p Fire TV (Model # NS-42F201NA23) – \$119.99  
 2/7/2025 – Amazon – RØDE Wireless ME Dual Set Microphone System with 100m Range, Black (Model # WIMEDUAL) - \$181.95  
 6/17/2025 – Amazon – Anautin 9.2 FT Stainless-Steel Heavy-Duty Photography Tripod Stand, 2 Pack (Model# YF-ST228) - \$78.90  
 6/17/2025 – Amazon – Phocus - 42-inch C Stand Extension Grip Boom Arm (UPC# 747356583886) x 3 (\$55.89 each) - \$167.67  
 6/17/2025 – Amazon – Sweetwater Sound - Radial Engineering ProAV2 Stereo Direct Box (Model# R800 1115) - \$219.99  
 6/17/2025 – Amazon – YONGNUO - YN35mm F2 Lens for Canon EF Mount EOS Camera (Model# YN35MM) - \$106.00  
 6/17/2025 – Amazon – iphotoxx - NEEWER SF6090F 5-in-1 Folding Flag Kit for Photography, Light Modifier, Carry Bag Included, 60-90 cm (ASIN# B0BTBPPWL3) - \$139.99  
 6/17/2025 – Amazon – Canon EF 50mm f/1.8 STM Lens (Model# CN5018STM) - \$125.00  
 6/17/2025 – Amazon – Crown Shade-2 - CROWN SHADES 10x10 Pop Up Canopy Tent with STO-N-Go Cover Bag, Silver Coated Top - Grid White (UPC# 658906305981) - \$149.99  
 6/18/2025 – Amazon – 6ave - Canon EF 75-300mm f/4-5.6 III Lens (6473A003), Filter Kit, & Cleaning Kit, Renewed (UPC# 656942632931) - \$307.99  
 6/30/2025 – Amazon – iphotoxx - NEEWER Teleprompter X14 with RT-110 Remote & APP Control, Compatible with iPad, DSLR Camera (ASIN# B0BC968J1M) - \$167.99  
 6/30/2025 – Amazon – Nouhaus Inc. - Ergonomic Leather Office Chair - White (Model# NHO-0004BL) - \$337.99

### 11.3.2.d Assets, acquired and/or disposed

In addition to assets added to the equipment list (11.3.2 c), capital assets 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 FY25.

Digital Audio Mixer = \$2,149.98  
 Mini Streaming Kit = \$2,955.98  
 Field Camera = \$1,814.99  
 Staff Laptops = \$3,097.96

All of the equipment above was purchased in FY25. Bedford TV did not dispose of any assets in FY25. We are currently reviewing our inventory to compile a list of potentially disposable assets.

### 11.3.2.e Fundraising activities

Bedford TV raised \$13,666.97 in FY25 in program revenue from elementary school, middle school, and blended-age classes. This is up from the 10,007.50 class revenue in FY24 and \$6,787.50 in FY23.

Bedford TV also sells physical media at our studio and through our website. This year, we sold \$1,055 worth of DVDs and USBs, down slightly from \$1,090 in FY24. A majority of our media sales come from end-of-school-year events such as graduation, prom stroll and from and from selling copies of BHS sports throughout the year.

We also raised funds in FY25 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 income for FY25 was \$8,029.56. Our community partners and sponsors grew in FY25 and were The Goddard School, The Bedford Citizen, Black Dog Company, Bedford Dental, Bedford Family Law, Red Heat Tavern, FYZICAL Therapy & Balance Centers, Suzanne and Company, and Right at Home. We gave a portion of our funds raised (\$1,400 total) to three graduating BHS students who had volunteered extensively with the station through their academic career in Bedford. Bedford TV received a grant from the Bedford Cultural Council in the amount of \$520 for the purchase of 2 yearly subscriptions to Adobe Premiere. These accounts were used by students during our many classes in the studio and at home while editing news packages remotely.

In total, we spent \$3,199.71 on fundraising activities, BCAT Owned Production Equipment, promotional wear and scholarships. This gave Bedford TV a net income of \$4,829.85 in fundraising for FY24.

## 11.3.2.f Reserve Fund and bank account balances

**Bedford Community Access Television**  
**FY 2025 Reserve Fund P & L**  
**July 2024 - June 2025**

	<b>FY 2025</b> Jul/24 - Jun/25
<b><u>Fundraising Income</u></b>	
Fundraising	
Grants	\$ 520.00
Donations	\$ 5,771.56
Gift Card Donations	\$ 500.00
Other Fundraising Income	\$ 20.00
Bank Interest	\$ 1,218.00
<b>Total - Fundraising Income</b>	<b>\$ 8,029.56</b>
<b><u>Fundraising Expense</u></b>	
Fundraising Expenses	
Special Events	\$ 656.02
Fundraising Supplies	\$ -
Fundraising Fees	\$ 20.01
Scholarships Granted	\$ 1,400.00
Production Equipment (BCAT Owned)	\$ 1,143.69
Miscellaneous (BCAT Funded)	\$ -
<b>Total - Fundraising Expense</b>	<b>\$ 3,219.72</b>
<b>Net Income (Loss) from Fundraising</b>	<b>\$ 4,809.84</b>

**Bedford Community Access Television  
FY 2025 Cash Accounts**

	Jul/24 - Jun/25	
<b><u>BCAT Cash Account Balances</u></b>		
Current Cash Assets		
<b><u>Checking/Savings</u></b>		
Middlesex Checking	\$	12,090.78
Middlesex Savings	\$	88,307.05
BCAT Petty Cash	\$	101.67
PayPal	\$	20.00
<b>Total Cash Assets</b>	<b>\$</b>	<b>100,519.50</b>
<b><u>Allocation of BCAT Cash Balance Total</u></b>		
BTV Operations - Bedford PEG Access Grant Agreement	\$	13,662.67
BCAT Reserve from Donations & Other Income	\$	86,856.83
<b>TOTAL</b>	<b>\$</b>	<b>100,519.50</b>

11.3.2.g Auditor’s Review Report from an independent certified public accountant on a date to be specified by the Town, but no sooner than July 1.

Report not requested by the Town in FY25.

11.3.2.h Certificates of Insurance







# Appendix A: E-Mail Newsletter



Welcome to the Bedford TV July Newsletter!

We hope you had a Happy 4th of July and that you're finding ways to stay cool during these summer heat waves!

Last month, some of the BTV staff attended the Annual Alliance for Community Media conference which took place in Boston. We attended various seminars, networked with local stations, and even got a private tour of Fenway! We had a blast!

This month we completed session 1 of our summer camps, including Intro to Scriptwriting and Intro to Photography. We will be offering both camps again in August. Registration is open through the Bedford Rec website. Scroll down for details.

Our Advanced Filmmaking class recently completed their short film! "Behind the Screens" is available to watch on our YouTube channel.

## JULY VOLUNTEER OF THE MONTH



Congratulations to our Volunteer of the Month for July, Ralph Hammond. Ralph is on the Board of Directors at Bedford TV and is one of our most dedicated members. Ralph assists with every class that Bedford TV runs. He is great at keeping the kids focused and even tracks all their hours spent at Bedford TV. The kids love to come in and see how many hours they have before every class, and that is all because of Ralph. We are so happy that we have Ralph on our side and to thank him for his contributions to the station he will receive a \$25 Amazon gift card. Be on the lookout in next month's newsletter for our August Volunteer of the Month.

## SUMMER CAMP AT BEDFORD TV

### Intro to Scriptwriting (Entering Grades 3-12)

Instructor: Bedford TV

Interested in writing your own short story for a film? Start with an idea. In our class, you can expand on that idea and convert it into something that can be filmed. From starting at the beginning and developing characters, to adding dialogue and transitions, you can make your story ready to film. Your story could be filmed as soon as the next Intro to Filmmaking class!



<b>Session 1: Monday-Thursday, 7/7-7/10</b>	<b>Session 2: Monday-Thursday, 8/4-8/7</b>
2:00-3:30 PM	2:00-3:30 PM
Bedford TV Studio, 16 South Road	Bedford TV Studio, 16 South Road
Min 3/Max 15	Min 3/Max 15
Fee: \$173	Fee: \$173

### Intro to Photography (Entering Grades 3-12)

Instructor: Bedford TV

Have you ever wondered how some photos were taken and how to get into photography? You're in luck, because in this class, we'll be learning about the in and outs of digital photography. We'll walk around Bedford and take photos together both outside and in-studio to learn how to make the photos look how YOU want them to look. If you have your own digital camera, feel free to bring it in and we can teach you to work with your own equipment. At the end of this class, you should enjoy and be comfortable with using your camera as well as know how to edit your photos. We hope to see you there!



<b>Session 1: Monday-Thursday, 7/14-7/17</b>	<b>Session 2: Monday-Thursday, 8/11-8/14</b>
2:00-3:30 PM	2:00-3:30 PM
Bedford TV Studio, 16 South Road	Bedford TV Studio, 16 South Road
Min 3/Max 15	Min 3/Max 15
Fee: \$173	Fee: \$173

Register [here](#).

## UPDATED RULES AND REGULATIONS

We've updated our [Rules and Regulations](#). Click the link for more info.

## INTERN WITH BEDFORD TV

### VIDEOGRAPHY INTERN

Help Bedford TV keep the wheels turning by becoming a Videography intern. Responsibilities may include recording government meetings with OBS, recording sporting events and town events, converting and uploading content, video editing, and digital video archival. Selected candidates will need to have reliable transportation to and from Bedford TV and on-site locations.

### NEWS JOURNALISM INTERN

Share the facts and information about what's happening in Bedford with the community. News Journalism interns will research and attend public events in town, record b-roll and interviews, then edit the footage into short stories with voice-overs for BTV News. Selected candidates will need to have reliable transportation to and from Bedford TV and on-site locations.

### 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

Bedford TV is looking for an intern that is familiar with using Wordpress and Wordpress themes to help redesign, edit, and develop our website. This is a remote internship.

If you know someone who might be interested in one of these opportunities, please email [staff@bedford.tv](mailto:staff@bedford.tv).

## BEDFORD TV SCHEDULE

Watch us on:

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

Comcast Ch22/Verizon Ch40 - Government meetings, religion and political shows, and more.

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

View our [weekly schedule highlights](#).

## SUPPORT BEDFORD TV

### [Become a Community Partner/Sports Sponsor](#)

Bedford TV offers partnership opportunities for local businesses and non-profits. This is a great way to gain exposure within the community while also supporting our organization. For more information, email [events@bedford.tv](mailto:events@bedford.tv).

### [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!

## CURRENT COMMUNITY PARTNERS



## GRANTORS



## THANK YOU TO OUR DONORS AND SPONSORS

Bedford TV would like to recognize and thank our donors and sponsors for 2025. We are truly grateful for your kindness and generosity.

### 2025 DONORS/SPONSORS

League of Women Voters  
Lif Books  
Bedford Florist  
Learning Express  
Red Heat Tavern  
Stop & Shop  
Fyzical  
Julie Turner  
Sharon McDonald  
Susan & Adam Schwartz  
John and Jennifer McClain

Want to see your name on this list?  
There are two ways to make a donation to Bedford TV.

1. [PayPal Giving Fund](#): Fees are waived and Bedford TV receives 100% of your contribution. (PayPal account required.) Click below to make a donation via our PayPal Giving Fund.

[DONATE NOW](#)

2. [PayPal Donation Page](#): Fees are deducted from your contribution and covered by Bedford TV. (No PayPal account required.) Click below to make a donation via our PayPal Donation Page.

[DONATE NOW](#)