

# BCAT, Inc., Board Monthly Meeting Minutes

Meeting Date: Tuesday, April 28, 2026

**Board Members present:** Paul Wittman (PW); Ralph Hammond (RH); Jeremy Kaznocha (JK); Bob Dutton (BD); Scott Counsell (SC)

**Board Members attending remotely:** Wendy Carlton (WC) (joined at 8:03pm)

**Board Members not present:** None

**Staff Members present:** Jenn Puhle (JP); Michael Russillo [MR]

**Visitors present or attending remotely:** None

**Board Meeting held at the Bedford TV Studio**

**General meeting was called to order at 7:04 PM**

## Approval of BCAT Board Meeting Minutes of March 17, 2026

- The minutes of the BCAT Monthly Board meeting held on March 17, 2026, were unanimously approved.

## Director of Operations Report Summary

### **Finance**

- An underrun of \$4,827.70 is projected for Q3.
- An underrun of \$12,315.43 is projected for FY26.
- The last two FY 26 capital purchases for a MacBook Pro and studio lighting upgrades are being finalized with vendor B&H and town officials.
- Effective May 1, PayEntry processing fees will increase by 7%.
- A donation was received from Bedford Cultural Council for a grant to purchase a DSLR camera, and a second donation was received from The Residence for a spring sports sponsorship.
- The Bedford TV Venmo account needs to be closed, as it is linked to the former Executive Director's cell number.
- A 40" TV on a stand being donated by Jeff Wong, parent of a student in the photo class.
- A new Certificate of Deposit will be set up with Middlesex Savings Bank at the start of FY27.

### **Operations**

- Rules & Regulations must be reviewed and approved at the May board meeting. They are due to the Town by 6/13/26.
- The Select Board Room upgrade is largely complete; staff members received training from MR.
- The Community Media Committee [CMC] and working group held meetings on 4/15. Town Manager Matt Hanson [MH] will draft a new grant agreement by the next CMC meeting on 5/13.
- The Comcast cable feed to the studio is not working. Follow-ups will be arranged with town facilities and if needed, with Comcast.
- With the former Executive Director's departure, his name will need to be removed from the BOD email account and a new BTV debit card will need to be set up.
- JP attended the MassAccess virtual meetup and will also attend a MassAccess 'Meet & Greet' at the Massachusetts State House on 5/6.

### **Outreach**

- An article will be submitted to the Bedford Citizen regarding the station reorganization.
- BTV has three sponsors signed up for the spring sports season – Suzanne & Co., Goddard School, and FYZICAL.

- A BTV open house will be planned for May or June.
- JP Attended the Middlesex 3 Coalition Speed Networking Event and connected with Chet Harding of the Bedford Chamber of Commerce.

### **Deadlines**

- 4/2/26 - Performance Evaluation Hearing by the CMC to be held between 4/2 and 9/29, per the grant agreement between BTV and the Town
- 5/1/26 - FY26 Q3 Report due to the Town
- 6/13/26 - Rules and Regulations deadline for review and approval
- 6/30/26 - End of FY26

### **Director of Production Report Summary**

#### **Classes**

- The Advanced Filmmaking class is underway and will run until 6/10 – filming has begun.
- The Intro to Photography class is also underway - eight students are enrolled.
- The next Intro to Filmmaking class will be offered from 5/13 to 6/3.
- Classes have been submitted to the Recreation Department through the summer.
- Adult classes will be offered as requested.

#### **Productions**

- Bedford Schools sports coverage is ongoing, with 13 games before the next board meeting.
- Government meetings are ongoing, with coverage of the Select Board, Finance Committee, Board of Health, School Committee, and Planning Board.
- The weekly news program continues to feature segments produced by volunteers along with the 'Sports Update' feature hosted by Dan Brosgol. A new format will be rolled out next week and production will shift to Tuesdays.
- Other upcoming productions include: the 48 Hour Film Project, Yellow Tulip news story, Celebrate Life episodes with Sharon McDonald & Dave Wilson, Chamber Golf Outing news story, Red Cross Ribbon Cutting news story, and the Jacob Wren Throckmorton Art Show news story.

#### **Programming**

- The Comcast cable boxes in the studio are not working and will require servicing.

#### **Select Board Meeting Room**

- Room upgrades are largely completed; an audio/video feed from the Zoom meeting coverage will be provided to BTV.

### **Strategic Planning**

- The working group assigned to identifying new funding sources for BTV met on 4/15. JP and MR attended and introduced themselves to the other members. Town Manager MH presented an analysis of the state of the Special Revenue Account that funds BTV, which he projected may be exhausted in 3-5 years due to declining cable revenues and annual increases in BTV expenses. There was a consensus that BTV provides a valuable service to the town and needs assistance, but concerns were expressed about approaching the town's taxpayers for an override. Ongoing mitigation efforts were discussed, including short-term appropriations along with the possibility of the Town assuming management of BTV in the future. These considerations may be addressed in the upcoming grant agreement between BTV and the Town.

### **New Business**

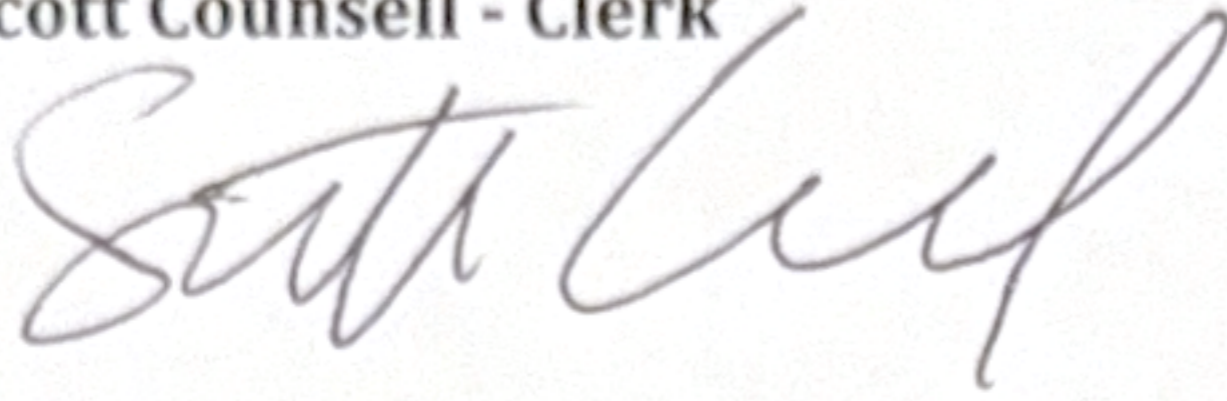
- BTV's FY27 budget was approved at the recent town meeting.
- FY26 capital purchases have now been reconciled.
- BTV Rules & Regulations will be reviewed and voted on at our next meeting.

- A proposed bereavement policy will be taken up at a future meeting, as will a proposed incident report.
- The next board meeting will be held on Thursday, May 21.

**Regular meeting adjourned: 9:12 PM**

**Next Monthly Board Meeting: Thursday, May 21, 2026, at 7:15 PM**

**Prepared by: Scott Counsell - Clerk**

A handwritten signature in cursive script, appearing to read "Scott Counsell".