

**COMMUNITY NEEDS ASSESSMENT AND
PUBLIC, EDUCATIONAL AND GOVERNMENT REVIEW**

**BELMONT MEDIA CENTER
BELMONT, MASSACHUSETTS**

June 30, 2014

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COMMUNITY NEEDS ASSESSMENT

TOWN OF BELMONT, MASSACHUSETTS

I. INTRODUCTION AND OVERVIEW

The Buske Group was retained by the Belmont Media Center (“BMC”), collaborating with the Town of Belmont, to conduct an assessment of community cable-related needs and interests, for use during license renewal negotiations with Comcast. The Buske Group was authorized to conduct research in order to identify current and future community cable-related needs and interests.

The existing Comcast cable license was awarded by the Town of Belmont in 2004. The license expires in October of 2014, and reportedly serves about 4,000 subscribers in Belmont.

As a matter of federal law, the cable-related needs and interests of residents are protected in part through the License renewal process. As part of the License renewal process, the Town is responsible for identifying cable-related needs and interest, and translating those interests into License requirements. During renewal proceedings, the Town may identify basic requirements for cable system capacity, functionality, and customer service, and require a cable operator to provide -- among other things -- facilities and equipment and channels for Public, Educational, and Government (PEG) Access. As stated in the legislative history to the Cable Act:

The ability of a local government entity to require particular cable facilities (and to enforce requirements in the Franchise to provide those facilities) is essential if cable systems are to be tailored to the needs of each community [and the legislation] explicitly grants this power to the franchising authority.

It is wise to use a variety of informational-gathering tools when conducting a needs assessment in any subject area. However, it is critical to use such a variety of tools when dealing with a technology arena that is rapidly evolving, such as cable communications.

II. COMMUNITY CABLE NEEDS AND INTERESTS

A. OVERVIEW AND METHODOLOGY

In order to develop a basic understanding of the current and future cable-related needs and interests for the Town of Belmont license area, public input was critical. Following is a brief description of the tasks performed by The Buske Group in an effort to identify community cable-related needs and interests in the Town of Belmont:

- Conducted a series of four community focus group workshops - attended by representatives of area community organizations, educational institutions and government agencies, as well as unaffiliated local residents - to help identify current and future cable-related needs and ascertain attitudes about existing cable services and programming.
- Distributed questionnaires to focus group participants that were designed to identify community cable-related needs and interests, assess whether current local cable TV services and resources are adequate and appropriate, and help to identify changes that might be made to meet future community cable-related needs and interests.
- Prepared and conducted an on-line survey that included the same questions as those in the focus group questionnaire (thereby permitting residents and representatives of Belmont area organizations and institutions who were unable to participate in the focus groups to provide input to this Community Needs Assessment).
- Prepared and distributed questionnaires regarding the existing PEG Access facilities, equipment, programming and services for completion by the staff members that oversee these activities in Belmont.
- Met with Belmont PEG Access staff and observed the PEG Access studio, portable, and remote multi-camera production and cablecasting equipment and facilities, and the production and cablecasting equipment packages located in the Belmont Town Hall Board of Selectmen Meeting Room and the Chenery Public Middle School.

Information was gathered from representatives of the following groups:

- Cable subscribers and non-subscribers
- Arts, culture, media and heritage organizations
- Community, non-profit, and civic groups and organizations
- Faith-based organizations
- Local Government administrators, department heads, staff, and elected officials
- Pre-K-12 and post-secondary teachers, administrators, staff, parents and students
- Members of the general public

B. COMMUNITY FOCUS GROUP WORKSHOPS AND ON-LINE SURVEY

On January 28-29, 2014, The Buske Group led a series of four focus group workshops in Belmont. The workshop constituencies were:

- Local Government: Administration, Department Heads, Staff, and Elected Officials
- Arts, Cultural, Media, and Heritage Organizations: Staff, Boards, Volunteers, and Patrons
- Pre-K-12 and Post-Secondary Education: Teachers, Administrators, Staff, Parents and Students
- Community, Non-Profit, Civic, Faith-Based Groups and Organizations: Staff, Boards, Volunteers, Clients

The focus group workshops provided the following information: (1) an overview of the cable license renewal process; (2) an explanation of how the current cable system works; and (3) an exploration of how individuals, community groups, government agencies, businesses, schools, and other organizations can benefit from or use the cable communication system. Special emphasis was placed on providing an opportunity for discussion and brainstorming by the participants.

A packet of informative materials (including a “Community Needs & Interests Questionnaire” that was designed to identify community cable-related needs and interests, assess whether current local cable TV services and resources are adequate and appropriate, and help to identify changes that might be made to meet future community cable-related needs and interests) was also distributed to focus group participants.

A total of 62 different people attended the focus group workshops. These individuals were invited to fill out the aforementioned questionnaire, or complete an on-line version of the questionnaire. A total of 312 questionnaires were completed by people who either attended a focus group workshop or completed the questionnaire on-line. (A copy of the paper questionnaire is provided as Appendix 1 to this report; Appendix 2 displays the responses to each survey question.) A list of the 57 organizational and institutional affiliations indicated by these participants is provided below and on the following two pages. (Many participants did not indicate an organizational or institutional affiliation, and some of the organizations listed were indicated by more than one participant.)

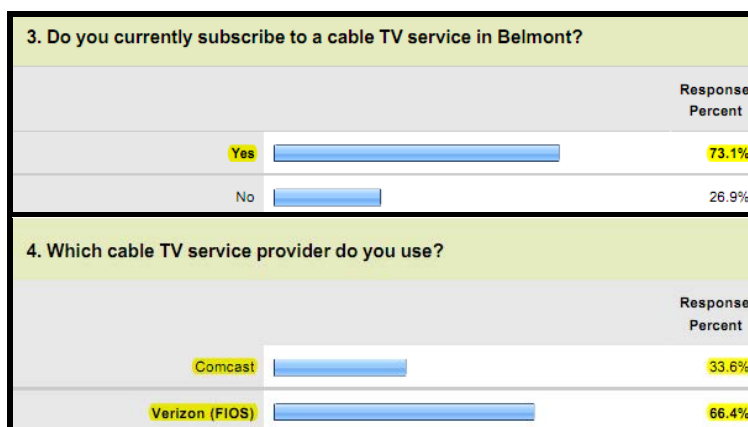
Organizational Affiliations of Focus Group/On-Line Survey Participants

- ASK Design
- Away It Goes
- Belmont AMVETS
- Belmont Against Racism
- Belmont Art Association
- Belmont Chenery Middle School
- Belmont Citizens Forum
- Belmont Council On Aging
- Belmont Food Collaborative
- Belmont Food Pantry
- Belmont Garden Club
- Belmont Health Dept.
- Belmont High School PTO
- Belmont Hill School
- Belmont Human Rights Commission
- Belmont Media Center
- Belmont Parents of Music Students (POMS)
- Belmont Police
- Belmont Public Schools
- Belmont School Committee
- Belmont Senior Center
- Belmont Special Education Advisory Council
- Belmont Uplands
- Belmont Woman's Club
- Belmont-Watertown United
- Belmont-Watertown United Methodist Church
- Beth El Temple Center
- C21 - Realty
- Christ Lutheran Church
- City & Suburban Real Estate Co.
- Community Rowing, Inc. (CRI)

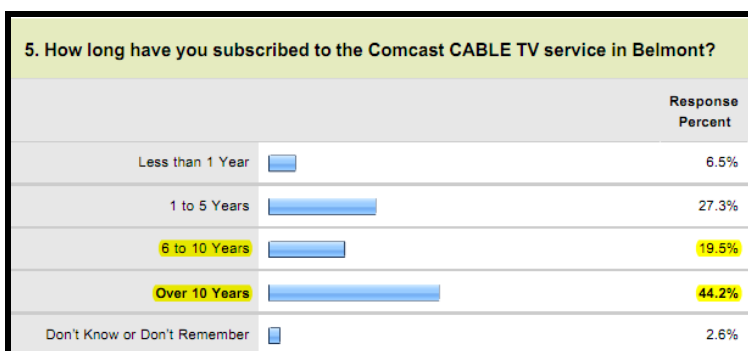
Organizational Affiliations of Focus Group/On-Line Survey Participants

- Council on Aging
- Daniel Butler PTA
- DPW - Water Dept.
- Fire Dept.
- First Church in Belmont
- Friends of Belmont COA
- Herman Foundation
- Jay Fedigan Video
- League of Women Voters of Belmont
- Make Art...Feel Better
- Meet Belmont
- Methodist Church
- Mrs. Nic's Academia
- Payson Park Music Festival
- Plymouth Congregational Church
- Post 2008
- Recreation Commission
- School Committee
- Science for the Public
- The First Church in Belmont
- The Security Ledger
- Town Meeting
- Town of Belmont
- Town of Belmont Facilities
- Vision 21 Implementation Committee
- Waverley Place

Nearly three-fourths of the focus group and on-line questionnaire respondents (228 individuals) said that they subscribe to a cable TV service in Belmont, and about one third of the subscribers are Comcast customers, as illustrated below.



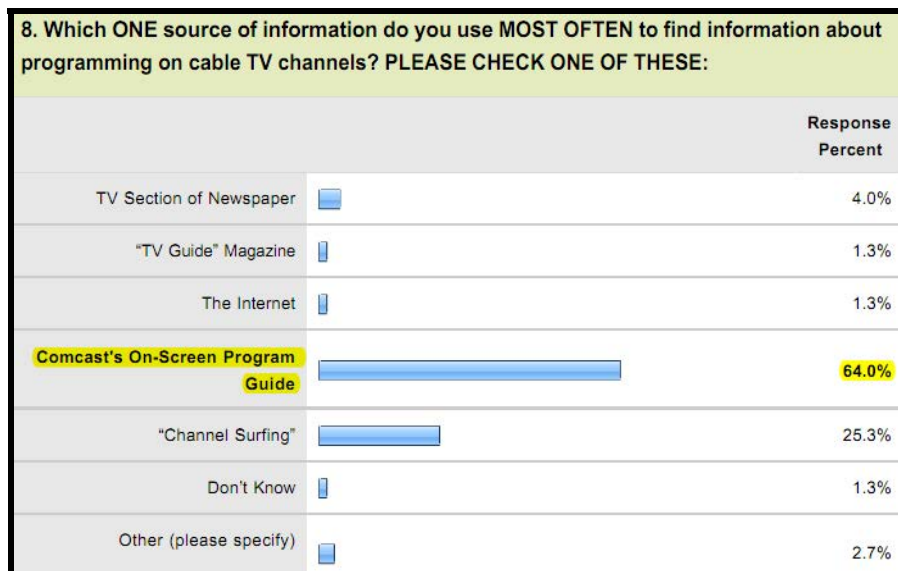
Of the 77 Comcast subscribers who responded to the survey, nearly two-thirds (63.7%) said they have been Comcast customers for over five years.



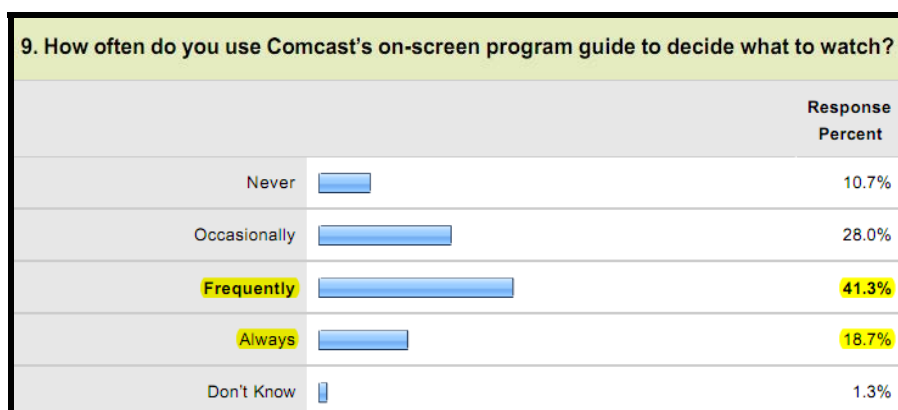
Of the Comcast cable TV subscribers, 75% indicated that they pay extra to receive high definition channels (of this group, 37.5% said that they rarely or never watch channels that are not delivered in HD).

Of the Comcast cable TV subscribers, 53.4% also subscribe to Comcast's internet and telephone service, 26% also subscribe to Comcast's internet service (but not telephone service), and 13.3% also subscribe to Comcast's "Streampix" service.

The Comcast subscribers were asked to indicate which one source they used most often to find information about programming on their cable TV channels. *The most frequently indicated source (64%) was Comcast's on-screen program guide, as shown below.*



60% of the Comcast subscribers said they use Comcast's on-screen program guide "frequently" or "always" to decide what to watch.



Keeping in mind that two-thirds of all survey respondents said they switched to or initially decided to subscribe to Verizon, a large majority of the 77 respondents who have continued to subscribe to Comcast said their overall level of satisfaction with the Comcast cable TV service was "Very Satisfied" or "Somewhat Satisfied" (78.9%), as compared to those who indicated they were "Very Dissatisfied" or "Somewhat Dissatisfied" (11.3%).

The Comcast subscribers were also asked to indicate their level of satisfaction with Comcast's service in nine different areas. The following chart displays their responses. The items rated "Very Good" or "Good" by at least three-fourths of the respondents were *the quality of the picture and sound* (95.9%), *the reliability of the Comcast cable TV service* (87.7%) and *the number and variety of channels offered* (76.7%). The only item rated "Very Poor" or "Poor" by more than one-third of the respondents was *the rates charged by Comcast for cable TV service* (35.7%).

12. Please indicate your level of satisfaction with Comcast's CABLE TV service (NOT telephone or Internet service) in the following areas. (If the item is not applicable to you, indicate that by checking "N/A.")							
	VERY GOOD	GOOD	FAIR	POOR	VERY POOR	DON'T KNOW	N/A
Quality of the picture and sound	54.8% (40)	41.1% (30)	2.7% (2)	1.4% (1)	0.0% (0)	0.0% (0)	0.0% (0)
Reliability of Comcast's CABLE TV service	45.2% (33)	42.5% (31)	6.8% (5)	4.1% (3)	1.4% (1)	0.0% (0)	0.0% (0)
Number and variety of channels offered	32.9% (24)	43.8% (32)	16.4% (12)	6.8% (5)	0.0% (0)	0.0% (0)	0.0% (0)
Helpfulness of Comcast's customer service representatives	33.3% (24)	31.9% (23)	11.1% (8)	8.3% (6)	5.6% (4)	2.8% (2)	6.9% (5)
The rates charged by Comcast for CABLE TV service	4.1% (3)	15.1% (11)	43.8% (32)	24.7% (18)	11.0% (8)	0.0% (0)	1.4% (1)
Ease of getting services installed or changed by Comcast	19.4% (14)	37.5% (27)	13.9% (10)	5.6% (4)	4.2% (3)	6.9% (5)	12.5% (9)
Ease of getting problems repaired or resolved by Comcast	22.2% (16)	23.6% (17)	25.0% (18)	8.3% (6)	11.1% (8)	4.2% (3)	5.6% (4)
Ability to quickly speak to a customer service representative when you call Comcast	30.6% (22)	27.8% (20)	13.9% (10)	11.1% (8)	5.6% (4)	5.6% (4)	5.6% (4)
Ability of Comcast to respond to a service call within the promised time period	23.6% (17)	30.6% (22)	16.7% (12)	2.8% (2)	2.8% (2)	11.1% (8)	12.5% (9)

A large majority (68.1%) of the Comcast subscriber-respondents said that they had tried to contact Comcast by telephone during the past year. Of these respondents, 75.5% indicated that their issue was not resolved using the Comcast automated telephone response system, without talking to a person. When these individuals were asked how long would they estimate that they waited to speak to a customer service representative, 59.4% indicated that they had to wait one minute or longer, or were never connected. Nearly three-fourths (72.2%) of the Comcast subscriber-respondents who were connected to a customer service representative by telephone indicated that the CSR was able to resolve their issue.

About one-fifth (19.4%) of the Comcast subscriber-respondents indicated that they had gone to a Comcast office during the past year. Of that group, 71.4% said that the Comcast office staff was able to solve their problem. Over half (56.3%) of the Comcast subscriber-respondents said that having an office in Belmont is “*Very Important*” or “*Important*” to them, while 39.5% said this was “*Not Very Important*” or “*Not Important at All*.”

The Comcast subscriber-respondents could provide any comments about the Comcast cable TV service. All 31 comments are provided in Appendix 2a to this report. *Positive/neutral comments outnumbered negative comments, 17 to 14.* The most common criticisms were about the high cost and the lack of choice in channel selection.

The focus group and on-line questionnaire respondents who do not subscribe (or have never subscribed) to Comcast’s cable TV service in Belmont were asked to indicate (from a list provided to them) all of the reasons why they do not subscribe. Of those who previously subscribed, the most frequently indicated reasons were “*I switched to Verizon (FIOS) or a satellite TV service*” (35.9%), followed by “*Comcast’s cable TV service is too expensive*” (16.2%) and “*Comcast’s customer service was poor*” (10.7%). Of those who had never subscribed to the Comcast cable TV service, the most frequently indicated reasons were “*I’m not interested – I don’t watch TV enough to make it worthwhile*” (35.1%), followed by “*I watch free programming that is delivered through the Internet [e.g., websites of TV shows, YouTube, Vimeo]*” (27.7%), “*I receive enough programming on over-the-air broadcast stations*” (24.5%), “*I subscribe to a program service(s) delivered through the Internet [e.g., Netflix, Hulu Plus, Amazon Prime, Vudu] (also 24.5%)* and “*Comcast’s cable TV service is too expensive*” (21.3%).

Next, all respondents (including Comcast and Verizon subscribers and non-subscribers) were asked if they were aware of the Belmont Public Access channel and the Belmont Government and Educational Access channel. A very large majority (83.6%) answered “Yes”. Of those who were aware of these channels, 29.6% said they watched the Public Access channel at least once per month, as illustrated below:



Respondents who had watched the Belmont Public Access channel were asked to indicate their opinion of five statements about this channel. Clear majorities of them (54.3% to 88.6%) said they “*strongly agree*” or “*agree*” with each of these statements, and very few said they “*disagree*” or “*strongly disagree*” with any of them.

31. Indicate your opinion of these statements about the Belmont Public Access channel:

	STRONGLY AGREE	AGREE	DISAGREE	STRONGLY DISAGREE	DON'T KNOW
Provides programs that deal with local issues	46.3% (81)	42.3% (74)	2.9% (5)	2.3% (4)	6.3% (11)
Provides programs that publicize local services	28.3% (49)	45.7% (79)	3.5% (6)	2.9% (5)	19.7% (34)
Provides programs with diverse points of view	15.6% (27)	38.7% (67)	5.8% (10)	2.9% (5)	37.0% (64)
Provides valuable information	30.3% (53)	50.9% (89)	4.6% (8)	2.9% (5)	11.4% (20)
Provides programs that are interesting to watch	14.0% (24)	54.4% (93)	10.5% (18)	4.7% (8)	16.4% (28)

Of the respondents who were aware of the Belmont Public Access channel and the Government and Educational Access channel, 33% said they watched the Government and Educational channel at least once per month, as illustrated below:

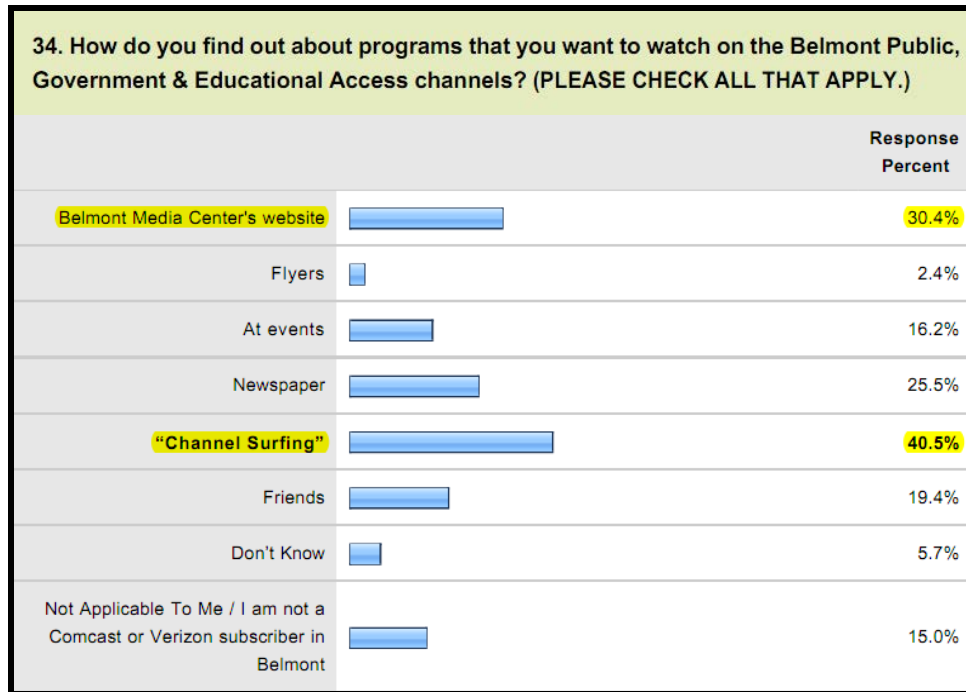


Respondents who had watched the Belmont Government and Educational Access channel were asked to indicate their opinion of four statements about this channel. Again, clear majorities of them (65.6% to 87.6%) said they “strongly agree” or “agree” with each of these statements, and very few said they “disagree” or “strongly disagree” with any of them.

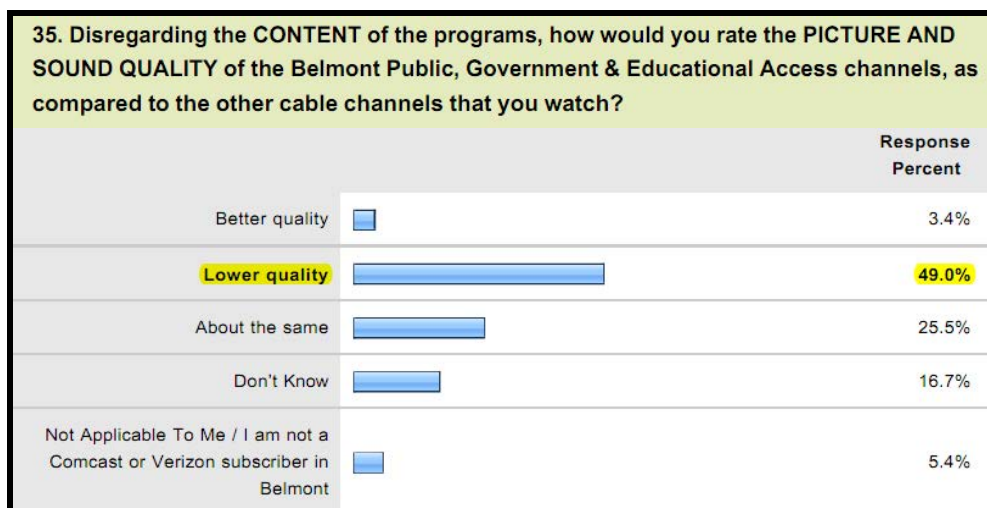
33. Indicate your opinion of these statements about the Belmont Government & Educational Access channel:

	STRONGLY AGREE	AGREE	DISAGREE	STRONGLY DISAGREE	DON'T KNOW
Provide worthwhile local government programming	41.8% (64)	45.8% (70)	1.3% (2)	2.6% (4)	8.5% (13)
Provides worthwhile educational programming	21.9% (33)	43.7% (66)	3.3% (5)	4.0% (6)	27.2% (41)
Provide valuable information	32.7% (50)	50.3% (77)	3.9% (6)	1.3% (2)	11.8% (18)
Provide programs that are interesting to watch	18.7% (28)	49.3% (74)	10.7% (16)	4.0% (6)	17.3% (26)

The survey respondents who were aware of the Belmont Public Access channel and the Government and Educational Access channel were then asked how they found out about the programming on these channels. As illustrated below, the most frequent method was “channel surfing,” followed by the “Belmont Media Center’s website.”



Respondents who had watched one of these channels were asked, disregarding the content of programs, to rate the picture and sound quality of these channels, as compared to other channels they watch. As illustrated below, *about half of them answered “lower quality”*.

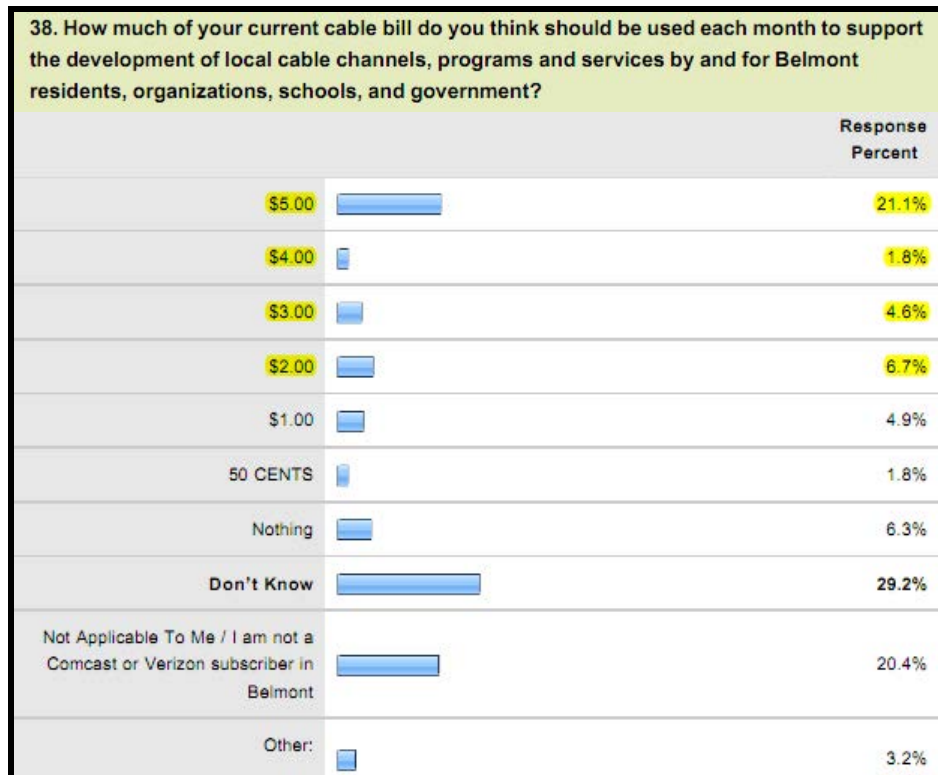


Over one-third (38.3%) of the respondents who were aware of the Belmont Public Access channel and the Government and Educational Access channel said they had watched them on the Belmont Media Center website. One fourth of them were not aware of this option.

Respondents who were aware of the Belmont Public Access channel and the Government and Educational Access channel were provided a list of programs shown on these channels and were asked to indicate how many times they had watched. The chart below displays their responses. Most often mentioned as being watched at least once per month were: (1) “*Board of Selectmen Meetings*” [21%], (2) “*Schools Committee Meetings*” [12%], and (3) “*Belmont High School Sports TV Coverage*” [7.5%].

37. Please indicate if you have watched any of the following programs that are shown on the Belmont Public, Government & Educational Access channels -- or the belmontmedia.org website -- and how regularly you have watched them. (If this item is not applicable to you, indicate that by checking "N/A.")						
	NEVER	LESS THAN MONTHLY	1 – 3 TIMES PER MONTH	AT LEAST WEEKLY	DON'T KNOW	N/A
Board of Selectmen Meetings	25.0% (56)	46.9% (105)	17.4% (39)	3.6% (8)	0.4% (1)	6.7% (15)
School Committee Meetings	32.4% (73)	47.1% (106)	10.7% (24)	1.3% (3)	1.3% (3)	7.1% (16)
Belmont Food Pantry Telethon	69.3% (151)	18.3% (40)	0.9% (2)	0.5% (1)	1.4% (3)	9.6% (21)
Belmont School Spelling Bee	57.2% (123)	29.8% (64)	2.8% (6)	0.5% (1)	1.4% (3)	8.4% (18)
Election Belmont TV Coverage.	30.6% (68)	51.8% (115)	5.4% (12)	1.4% (3)	1.4% (3)	9.5% (21)
Belmont High School Sports TV Coverage	62.1% (133)	21.5% (46)	7.0% (15)	0.5% (1)	0.9% (2)	7.9% (17)
Time Out for Sports Talk	72.3% (154)	12.7% (27)	4.2% (9)	0.9% (2)	0.5% (1)	9.4% (20)
Office Hours with Will Brownsberger	65.9% (143)	19.4% (42)	5.1% (11)	0.9% (2)	0.9% (2)	7.8% (17)
Make Art: Feel Better	73.7% (160)	13.4% (29)	3.2% (7)	0.5% (1)	0.9% (2)	8.3% (18)
Belmont Business Report	76.1% (162)	9.4% (20)	2.8% (6)	1.4% (3)	1.4% (3)	8.9% (19)
Public Science / Contemporary Science Innovations	71.2% (153)	13.5% (29)	4.7% (10)	1.4% (3)	0.9% (2)	8.4% (18)
Democracy Now !	74.5% (158)	9.9% (21)	2.4% (5)	2.4% (5)	1.9% (4)	9.0% (19)

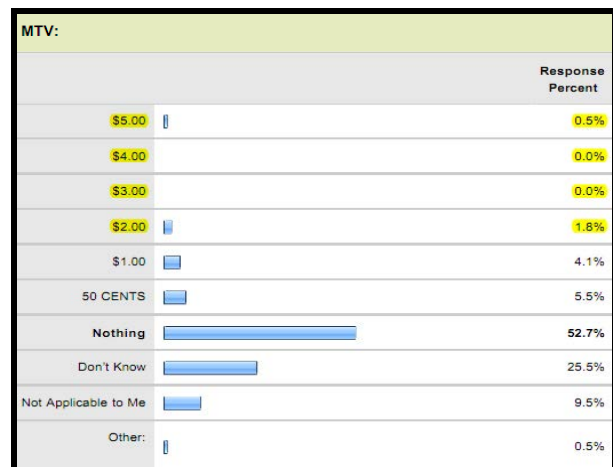
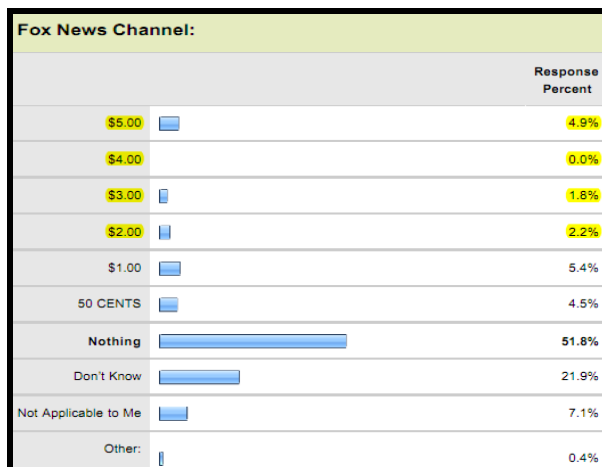
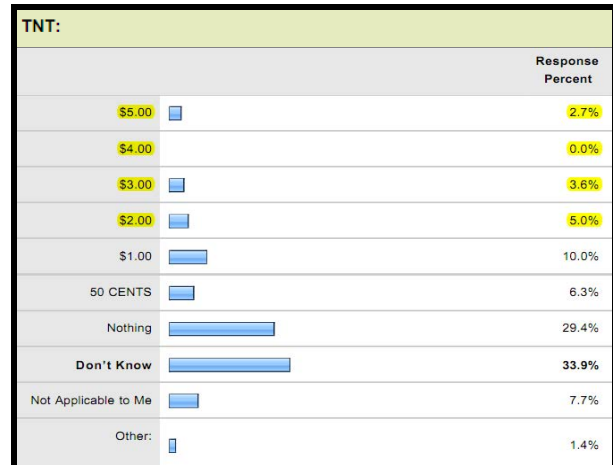
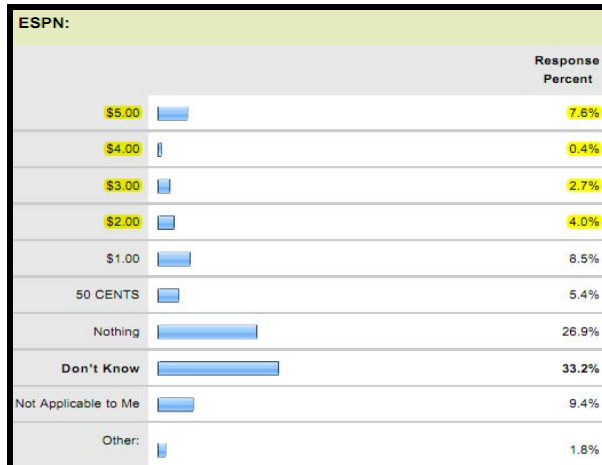
All respondents were then asked to indicate the amount of their monthly cable bill that should be used to support the development of local cable channels, programs and services in Belmont. The chart below display their responses, and shows that over one-third (34.5%) indicated two dollars or more (a higher perceived value than for any of the commercial channels tested, as detailed below). Only 6.3% said “nothing”, and about half said that they either “don’t know” or this question was not applicable to them (not a cable subscriber).



A similar question was asked of the survey respondents regarding the amount of their monthly cable bill that should be used to pay for four cable programming services: ESPN, Fox News Channel, TNT and MTV. As illustrated on the next page, the percentages of these respondents who indicated two dollars or more for each of these services were as follows (again, 34.5% indicated two dollars or more to support the development of local cable programming and services in Belmont):

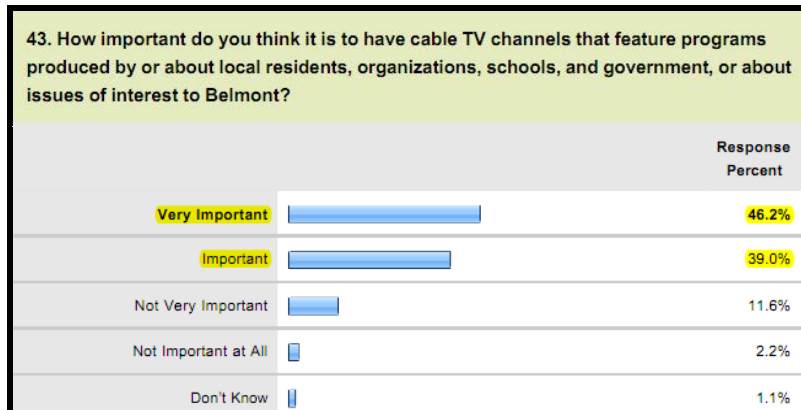
- ESPN – 14.7%
- TNT – 11.3%
- Fox News Channel – 8.9%
- MTV – 2.3%

The charts below illustrate the respondents' perceived value of these four programming services.



It is interesting to note that of the respondents who had a quantifiable answer to this series of questions (i.e., excluding the "Don't Know," "Not Applicable to Me" and "Other" responses), approximately 45% indicated that \$5.00 of their monthly cable bill should be used to support the development of the local cable channels, as compared to about 14% who said that \$5.00 of their monthly cable bill should be used to pay for ESPN, 7% who supported \$5.00 for Fox News Channel, about 5% who supported \$5.00 for TNT, and less than 1% who supported \$5.00 for MTV.

All survey respondents were asked how important they think it is to have cable TV channels that feature programs produced by or about local residents, organizations, schools, and government, or about issues of interest to Belmont. A very large majority of them said these local channels are “Very Important” (46.2%) or “Important” (39.0%).

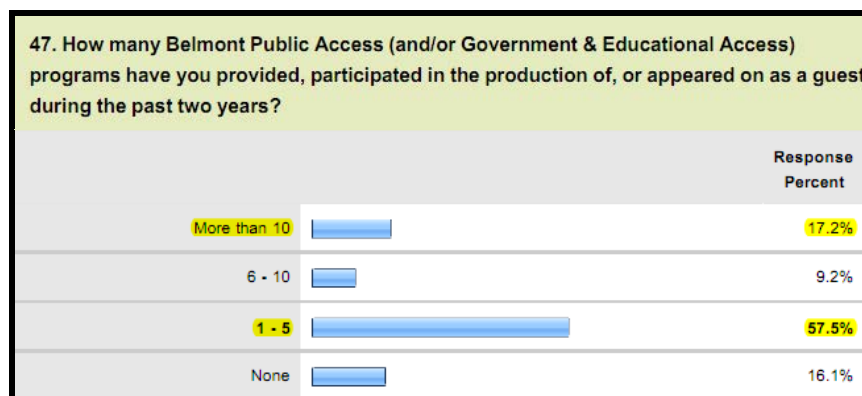


All survey respondents were asked how important it is to have local cable TV channels or programs in languages other than English. The percentage of them who said that this is “Very Important” or “Important” (43.5%) was very similar to those who said this is “Not Very Important” or “Not Important at All” (45%).

Next, all survey respondents were asked two Yes/No questions. Following are those questions and the percentage of respondents who answered “Yes”.

- *Do you know that you, or the organizations you are involved with, can produce programs to show on a Belmont Media Center channel and the belmontmedia.org website?*
“Yes” = 59.7% (166 of 278 respondents to this question)
- *Have you ever provided or participated in the production of a program, or appeared as a guest on a program shown on a Belmont Media Center channel and the belmontmedia.org website?*
“Yes” = 31.5% (88 of 279 respondents to this question)

The following series of questions were asked of the 88 survey respondents who said that they had helped to produce or appeared as a guest on a program shown on a Belmont Media Center channel and the belmontmedia.org website. First, when asked to indicate how many programs they had helped to produce or appeared on as a guest on the Belmont Public Access (and/or Government & Educational Access) channel during the past two years, “1-5” was the largest response grouping (57.5%), followed by “more than 10” (17.2%), as illustrated below.

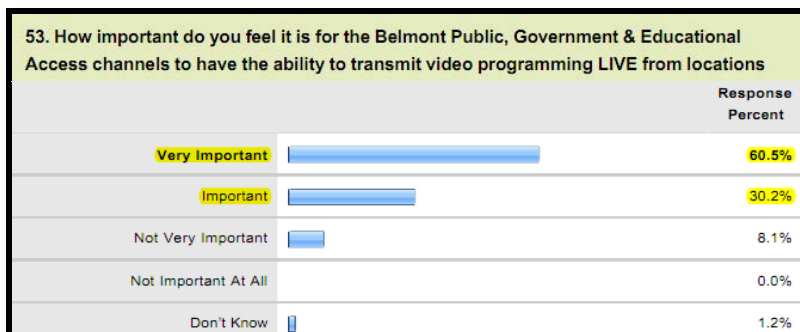


These survey respondents were asked about the “impact” of their programs on viewers. The most commonly indicated impacts (each indicated by 29.9% of these respondents) were *“I/We got requests from viewers and supporters for more information”* and *“Participants who appeared on my/our program were recognized in public by viewers”*.

When these 88 survey respondents were asked to indicate how readily available the Belmont Media Center production facilities and equipment were when they wanted to participate in the production of a program (or material for a program), the most common responses were *“Always”* (56.3%) and *“Usually”* (25.3%). Nearly two-thirds (64.4%) of them said the typical condition of the Belmont Media Center facilities and equipment items was *“Excellent”*, followed by 28.8% who said *“Good”*.

Next, these survey respondents (who said that they had helped to produce or appeared as a guest on a program shown on a channel delivered by the Belmont Media Center) were asked if the quantity and technical capability of the production equipment met their current needs. Nearly all of the respondents (other than those who said this question was not applicable to them) answered “Yes”.

When these survey respondents were asked to indicate how important it is for PEG access channels to have the ability to transmit video programming live from locations throughout Belmont, about 91% of them answered “*Very Important*” or “*Important*”.



These survey respondents were then asked to rate the quality of several services provided by the Belmont Media Center staff. As shown in the table below, services with the most “excellent” or “good” ratings were *efforts to inform residents about Belmont Media Center equipment, services and programming* (75.6%) and *production and other training services* (73.3%). The service with the fewest “excellent” or “good” ratings was *assistance to help you promote your program(s)* (52.4%).

54. Please rate the quality of the following services provided by the Belmont Media Center staff:

	EXCELLENT	GOOD	FAIR	POOR	VERY POOR	NOT APPLICABLE
Efforts to inform residents about Belmont Media Center equipment, services and programming	34.9% (30)	40.7% (35)	10.5% (9)	1.2% (1)	3.5% (3)	9.3% (8)
Production and other training services	34.9% (30)	38.4% (33)	2.3% (2)	1.2% (1)	3.5% (3)	19.8% (17)
Assistance in planning the creation of your program(s)	31.4% (27)	30.2% (26)	3.5% (3)	0.0% (0)	3.5% (3)	31.4% (27)
Assistance in reserving production equipment	34.1% (29)	25.9% (22)	3.5% (3)	0.0% (0)	2.4% (2)	34.1% (29)
Assistance in the production of your program(s)	41.9% (36)	23.3% (20)	4.7% (4)	0.0% (0)	3.5% (3)	26.7% (23)
Maintenance of production equipment	33.3% (28)	28.6% (24)	3.6% (3)	0.0% (0)	2.4% (2)	32.1% (27)
Advice to help you improve your program(s)	29.1% (25)	29.1% (25)	5.8% (5)	0.0% (0)	3.5% (3)	32.6% (28)
Assistance to help you promote your program(s)	22.6% (19)	29.8% (25)	4.8% (4)	3.6% (3)	3.6% (3)	35.7% (30)
Playback of your programs on cable TV	32.1% (27)	32.1% (27)	4.8% (4)	0.0% (0)	2.4% (2)	28.6% (24)

All survey respondents were invited to provide any other comments about the programming and services offered by the Belmont Media Center, all of which are provided in Appendix 2b to this report. Positive/neutral comments and suggestions outnumbered negative comments by fourteen to one.

All survey respondents were then provided a list of several types of local programs or services, and were asked to indicate their level of interest in them. The table provided below (and continuing on the following page) displays their responses. The items for which 60% or more of the respondents indicated “very interested” or “interested” were *“local news and information”* (75.1%), *“Town government/public agency meetings”* (71.2%), *“Town government informational programs”* (70.5%), *“informational programs about services and activities of Belmont organizations and clubs”* (66.6%), *“programs about local history, arts and artists”* (64.6%), *“educational/instructional programs from local schools”* (63%), and *“live coverage of local events (sports, concerts, etc.)”* (60.3%).

56. How interested are you in the following types of local cable TV programs or services:					
	VERY INTERESTED	INTERESTED	NEUTRAL	NOT VERY INTERESTED	NOT AT ALL INTERESTED
Community festivals, neighborhood events	19.8% (52)	33.6% (88)	25.6% (67)	10.3% (27)	10.7% (28)
Local programming channels in high definition	16.5% (43)	27.7% (72)	33.5% (87)	9.2% (24)	13.1% (34)
Local programs on Comcast's video-on-demand service	12.0% (30)	21.2% (53)	27.2% (68)	12.4% (31)	27.2% (68)
Program schedules for the Belmont Public, Government & Educational Access channels on Comcast's on-screen program guide	23.3% (59)	31.6% (80)	22.9% (58)	7.9% (20)	14.2% (36)
Educational/instructional programs from local schools	21.0% (54)	42.0% (108)	21.4% (55)	6.2% (16)	9.3% (24)
Environmental programs	18.1% (47)	36.3% (94)	28.2% (73)	8.1% (21)	9.3% (24)
Ethnic and cultural programs	16.0% (41)	37.5% (96)	24.6% (63)	11.3% (29)	10.5% (27)
Town government/public agency meetings	31.2% (81)	40.0% (104)	16.9% (44)	6.9% (18)	5.0% (13)
Town government informational programs	28.3% (73)	42.2% (109)	17.1% (44)	7.4% (19)	5.0% (13)

Levels of Interest in Specified Types of Local Cable TV Programs or Services (continued)

56. How interested are you in the following types of local cable TV programs or services:					
	VERY INTERESTED	INTERESTED	NEUTRAL	NOT VERY INTERESTED	NOT AT ALL INTERESTED
Health and fitness programs	13.5% (34)	32.3% (81)	31.5% (79)	11.2% (28)	11.6% (29)
Informational programs about services and activities of Belmont organizations and clubs	23.0% (59)	43.6% (112)	17.9% (46)	7.4% (19)	8.2% (21)
Inspirational/personal development and learning programs	10.6% (27)	24.3% (62)	32.2% (82)	18.8% (48)	14.1% (36)
LIVE coverage of local events (sports, concerts, etc.)	22.9% (60)	37.4% (98)	21.8% (57)	8.4% (22)	9.5% (25)
Local church services and spiritual programs	7.8% (20)	13.3% (34)	31.6% (81)	22.3% (57)	25.0% (64)
Local news and information	28.2% (74)	46.9% (123)	13.0% (34)	4.6% (12)	7.3% (19)
Local sports and recreational activities	16.4% (42)	38.7% (99)	23.0% (59)	10.2% (26)	11.7% (30)
Programs about local history, arts and artists	21.8% (56)	42.8% (110)	16.7% (43)	8.6% (22)	10.1% (26)
Senior citizen activities and concerns	12.4% (32)	27.5% (71)	31.4% (81)	14.3% (37)	14.3% (37)
Youth-produced programs	16.5% (42)	36.5% (93)	27.1% (69)	9.0% (23)	11.0% (28)
Programs in languages other than English	7.7% (20)	17.4% (45)	30.1% (78)	18.9% (49)	25.9% (67)
Programs produced in other communities near Belmont	7.2% (18)	23.6% (59)	35.2% (88)	16.8% (42)	17.2% (43)

All survey respondents were then provided a list of several types of information sources, and were asked to indicate how often they use each of them to find out about the services available and activities that occur in Belmont. The table provided on the following page displays their responses. The sources with the most “frequently” and “always” indications were “on-line news sites [e.g., boston.com]” (48.6%), “websites of local organizations” (46.7%), “local newspaper articles and advertisements” (43.2%), and “social media [e.g., Facebook, Twitter, text messages, email]” (40%).

57. How often do you use the following information sources to find out about the services available and activities that occur in Belmont:

	NEVER	OCCASIONALLY	FREQUENTLY	ALWAYS
Social media (e.g., Facebook, Twitter, text messages, email)	30.8% (80)	29.2% (76)	28.5% (74)	11.5% (30)
On-line news sites (e.g., boston.com)	18.6% (49)	32.7% (86)	38.0% (100)	10.6% (28)
Websites of local organizations	17.6% (46)	35.6% (93)	37.9% (99)	8.8% (23)
Belmont's Public, Government & Educational Access channels	41.5% (107)	43.0% (111)	11.6% (30)	3.9% (10)
Flyers and posters placed on bulletin boards, etc.	23.2% (60)	58.3% (151)	17.0% (44)	1.5% (4)
Local newspaper articles and advertisements	16.9% (44)	39.8% (104)	35.2% (92)	8.0% (21)
Local radio station stories and advertisements	49.2% (128)	35.8% (93)	13.1% (34)	1.9% (5)
Local broadcast TV station stories and advertisements	43.1% (112)	38.8% (101)	15.8% (41)	2.3% (6)
Newsletters and other materials via US Mail	21.9% (57)	53.1% (138)	21.2% (55)	3.8% (10)

Finally, all survey respondents were provided a list of several types of media-related resources and services (each of which are provided by other community media centers in the US), and were asked if they would like to use or participate in any of them if offered in the future.

The respondents indicated their highest levels of interest in “*advanced media production training [e.g., documentary production, advanced lighting techniques, how to upload your videos to YouTube, etc.]*” (58.2% answering “Yes” or “Maybe”), followed by “*citizen journalism [training and involvement in collecting, analyzing and reporting local news and information]*” (49.8% answering “Yes” or “Maybe”).

The table provided below displays their responses.

58. Would you like to use or participate in any of the following types of media-related resources or services, if they were offered by the Belmont Media Center in the future?			
	YES	NO	MAYBE
Free access to computers and the Internet	21.1% (55)	57.5% (150)	21.5% (56)
Training in the use of computers and software	26.9% (70)	53.5% (139)	19.6% (51)
Training in the use of social media (e.g., Facebook, Twitter, LinkedIn, etc.)	23.0% (59)	58.0% (149)	19.1% (49)
Advanced media production training (e.g., documentary production, advanced lighting techniques, how to upload your videos to YouTube, etc.)	32.7% (86)	41.8% (110)	25.5% (67)
Citizen journalism (training and involvement in collecting, analyzing and reporting local news and information)	25.7% (67)	50.2% (131)	24.1% (63)

C. SUMMARY OF DISCUSSIONS AND BRAINSTORMING DURING COMMUNITY FOCUS GROUP SESSIONS

As mentioned earlier in this report, a portion of each of the focus group sessions was set aside to allow participants to engage in a brainstorming process. During this time, the participants were asked to consider and discuss a series of questions, including:

- What are the Key Local Issues Facing Local Community Organizations, Belmont Town Government, Belmont Schools, You, and Your Neighbors in the Next Ten Years?
- What Makes it Difficult for Community Organizations, Town Government Departments, or Schools to Effectively Communicate Information to Their Constituencies and the Residents of Belmont?
- How Would You Like to Use the Cable System, PEG Access Channels, and the Belmont Media Center to Educate, Inform, and Entertain Belmont residents?
- What would make easier for You (or your Organization, Town Government Department, or School) to Use PEG Access Channels, the Belmont Media Center or the Cable System?

The information presented on the following pages is an analysis and synthesis of the information gathered through the brainstorming process. It is the result of a detailed review of the responses to the brainstorming questions discussed during each focus group meeting. Consequently, The Buske Group was able to identify common community needs, interests, and concerns. The areas of agreement and groupings of responses to each question are presented in the analysis that follows. A copy of the notes from each brainstorming session is included as Appendix 3 to this report.

It is important to note that neither The Buske Group nor Belmont officials generated the recommendations and thoughts that evolved from these brainstorming sessions. These thoughts and suggestions were independently developed by the 62 focus group workshop attendees, from diverse areas of interest throughout Belmont.

Input Gathered During Focus Group Workshop Brainstorming Sessions

Question #1: What are the Key Local Issues Facing Local Community Organizations, Belmont Town Government, Belmont Schools, You, and Your Neighbors in the Next Ten Years?

The participants in the focus group sessions identified about 90 topics of concern in the eight areas listed below as key local issues. The areas are listed in the order of frequency in which related topics were mentioned. The wording in parentheses represents a sampling of focus group participants' comments and concerns in each area.

Primary Issues Identified

1. *Education- and Arts-Related Concerns* (curriculum and financing issues for high school; ESL issues; funding losses for the arts; high school auditorium needs upgrade; important school courses not offered due to budget cuts; Kendall Center for the Arts theatre burned down -- loss of arts location; need tech support for educational programs at library)
2. *Development/Taxes/Housing* (affordable housing; Cushing Square development; commercial development vs. historical flavor and heritage; high property taxes; how do we manage growth to not lose sense of Belmont; lack of funding for infrastructure improvements)
3. *Communication Problems, Collaboration, Networking* (cellular 9-1-1 calls are a problem; emergency information distribution problems; lack of traffic information; lack of volunteers; poorly managed "Services Exchange")
4. *Technology, Telecommunications and Media* (sloppy cable installations; Comcast record is poor on net neutrality; high definition needed for all channels; local cable channels not on the interactive program guide)
5. *Public Safety and Government-Related Concerns* (child safety; maintenance needed for public buildings; Town needs revenue; roads and sidewalk repairs; transient community concerns)
6. *Transportation* (Belmont Community Path; lack of transportation options within Belmont; traffic congestion)
7. *Diversity/Demographics/Immigration/Age-Related Concerns* ("aging in place" is a key issue for senior population; how to build community among new arrivals; population growth)
8. *Environment* (Environmental issues -- e.g., open space, climate change; pollution pond in front of high school)

Question #2: What Makes it Difficult for Community Organizations, Town Government Departments, or Schools to Effectively Communicate Information to Their Constituencies and the Residents of Belmont?

An analysis of the responses to this question resulted in the identification of these six primary areas of difficulty, in order of the frequency of comments related to each concern: (1) lack of time, resources, communication skills, collaboration; (2) audience-related issues, information overload, etc.; (3) communications media and technology concerns; (4) language, cultural and other barriers; (5) Comcast-related issues; and (6) PEG-related concerns. Examples of the stated concerns that fall within these six areas of difficulty are provided below.

- Challenge #1: Lack of Time, Resources, Communication Skills, Collaboration
 1. Lack of equipment at high school
 2. Lack of fully merged list of contacts
 3. Lack of resources led to cancellation of film festival, for example
 4. Lack of resources to facilitate creation of community messages
 5. Lack of understanding of how to use information technologies
 6. Lack of volunteers
 7. Not knowing how to create and package content
 8. Technological literacy -- finding capable folks is challenging
 9. Writing skills needed

- Challenge #2: Audience-Related Issues, Information Overload, etc.
 1. Creating messages that will reach youth
 2. Information overload
 3. Expectations people have for getting information on a timely basis
 4. How to use social media effectively
 5. Lack of interest by students to get involved in productions
 6. Large variety of ways how people receive information
 7. Matching the methods of delivering information to the ways that people get information
 8. People are too busy, have too much to do, don't have time available to participate

- Challenge #3: Communications Media and Technology Concerns
 1. Emergency alerts go out to landline phones only -- must also reach cell phones
 2. Inconsistencies in Town website information
 3. No centralized place for organization information
 4. No identifiable way to retrieve information
 5. So many different platforms
 6. Upkeep of website to effectively provide information
 7. Volume of commercialization

- Challenge #4: Language, Cultural and Other Barriers
 1. 15-20% of families do not have internet
 2. Digital divide, especially for seniors
 3. Language barriers
 4. Need to get youth involved in community activities
 5. Transient community

- Challenge #5: Comcast-Related Issues
 1. Comcast raises rates and cuts channels
 2. Inadequate information for local channels on interactive program guide
 3. No universal coverage -- not all residents subscribe to cable

- Challenge #6: PEG-Related Concerns
 1. People don't know about the BMC resources -- need to get more information out to local organizations
 2. Lack of understanding of BMC access availability
 3. Sound quality very poor on school play/concert coverage

Question #3: How Would You Like to Use the Cable System, PEG Access Channels, and the Belmont Media Center to Educate, Inform, and Entertain Belmont residents?

Over 100 suggestions of program content, technology applications and training needs and other comments were offered by the diverse participants in the focus group workshop sessions. They include the following:

Program Content:

- Announcements about and coverage of art and solo shows, entertainment
- Artists creating art
- Belmont Library cultural series
- Better public announcements
- BMC needs to tell its own story better
- “Business of the Month” that provides outstanding service to the community
- Car sharing and bike sharing information
- Career training
- Citizen journalism
- “Citizen of the Month” profile of someone who demonstrates selfless dedication to Belmont’s needy
- Collaborative focus on stories from Belmont
- Community bulletin board with ongoing Belmont messages
- Community film festival needs to come back
- Cooking classes
- Coverage of Town Meetings (Planning, School Board, etc.)
- Create 15-minute educational/informational videos
- Ecumenical programming
- Environmental programs (issues, education, recycling)
- Ethnic community -- programs that bring the 36 different languages together
- Follow-up to Town hearings or meetings regarding issues -- What results? Next steps?
- Food pantry telethon at Christmas
- French classes
- Fundraising for BMC
- Fundraising for variety of nonprofit purposes (public schools, media projects, etc.)
- Great volunteer base here -- toot horn about its strength

Ways to Use Cable System, Channels & Belmont Media Center to Communicate (continued)

Program Content (continued):

- Historic home profiles and implications of possible destruction
- Information about our school system
- Local celebrities highlighted on local channels
- Match people resources with people who need service -- bulletin board for available support resources
- More arts programming from schools
- More coverage of theatre programs
- More information on education/training classes
- More sports programming from schools
- Music awards
- "Newcomer" site for County information
- News "around town"
- Political campaign coverage
- Previews of Belmont Farmer's Market
- Program about learning an art form
- Promotion of availability of technical training for volunteers
- Religious/ecumenical services
- School "lunch program" for discussion on cable
- School concerts and assemblies
- School drama highlights
- Short videos on websites
- Show old movies on BMC channel
- Special program about human rights by Human Rights Commission
- Street work / DPW resources
- Strengthen arts
- Tax information application on computers
- Traffic cameras and information (e.g., snow plow tracking)
- What does "excellence" at Belmont Schools really mean?
- YouTube-type video about process to use BMC

Ways to Use Cable System, Channels & Belmont Media Center to Communicate (continued)

Technology-Related Applications:

- As technology improves, interface for programming must be equal for local channels
- BMC programs listed on interactive program guide
- Currently need more channels for BMC
- Delivery of programs via mobile apps
- Emergency override
- Equipment and communication between BMC and schools to facilitate coverage of student performances
- ESL-related support
- Learn about viewership
- List serve centralization
- Live streaming from classrooms on school website, for benefit of sick kids
- Maximize distribution of BMC programming on-line/streaming/other ways
- More interactivity -- information gathering, surveys, keep up with state of art
- More locations for live transmissions
- Need access to internet for all kids in schools
- Need full information on interactive program guide to facilitate DVR recording
- No caps or maximum as on wi-fi allowed on cable service
- Program schedule needs improvement
- Radio
- Radio station to build awareness of local information
- Selectmen/Town Meetings on multiple platforms, on interactive program guide, VOD
- Speed and throughput assured on available cable channels
- Stronger web presence for BMC -- innovative efforts needed to attract participation
- Town committees / civic committees content available on demand
- Video on demand for local channels
- Web source (besides school) for community

Ways to Use Cable System, Channels & Belmont Media Center to Communicate (continued)

Training Needs and Other Comments:

- Children's video camp (during summer)
- Continue current levels of programming
- Curriculum to teach media production at middle and high school
- Curriculum understanding re new federal and state standards
- Educational element of PEG access needs resources and more funds
- Funds back to Town whenever possible
- Get more youth involved in training in use of media tools
- High school teaching collaborative on writing
- Narrowcasting
- Need to learn how to package content
- Outreach -- inspire people to watch
- Personalized Belmont community linkages
- Resources to be available for new school construction
- Senior citizen discount
- Soap box -- communications opportunity at BMC for open speech
- Support for seniors in technical training
- Survey on TV interactivity capacity
- Team to assist those who are not tech savvy
- Technical training available town-wide
- Technology infrastructure for implementation and testing for standard tests
- Town-wide need to have technology training
- Tutoring how to produce a program
- Universal service package
- Use technology more effectively
- Weather channel
- Who's watching question -- what to do?

Question #4: What would make easier for You (or your Organization, Town Government Department, or School) to Use PEG Access Channels, the Belmont Media Center or the Cable System?

Four primary categories of concern regarding improvements to make it easier to use PEG Access, BMC or the cable system were identified by the focus group participants. Those categories include, in order of the frequency of comments related to each category of concern: (1) Comcast's Infrastructure, System Design, Services, Policies, etc.; (2) PEG Access Staff, Assistance, Policies, Funding, Services, Training; (3) PEG Access Distribution, Programming, Bandwidth, Channels; and (4) PEG Access Facilities and Equipment. These categories, with a sampling of the suggestions that fall within them, are listed below and on the next page.

Category #1: Comcast's Infrastructure, System Design, Services, Policies, etc.

- A la carte ability
- All classrooms wired for cable and internet access
- Basic "lifeline" service for the lowest possible cost, advertised in all marketing materials
- Channel capacity to assure capability to allow carriage of out of town programming (Al Jazeera, Free Speech TV, etc.)
- Customer service standards that address cable installations and disconnects
- Free cable drops for senior centers, police, community buildings
- Emergency override to interrupt regular programming -- crawl on all channels re Town emergency
- Expand the number of PEG channels
- HD for all PEG channels
- Identify local programming on interactive program guide for all channels
- Keeping up with technology to maintain state of the art throughout all of the franchise
- Local programming available via VOD
- More bandwidth (100 up / 100 down)
- More live drops or their equivalent for BMC
- Penalties on faulty pole attachments with time (30 days) and set fine
- Return/recycle of retired cable boxes
- Subscriber contracts with no penalties for early cancellation
- Universal service provisions

Category #2: PEG Access Staff, Assistance, Policies, Funding, Services, Training

- Media literacy training
- More funding from Comcast for educational uses
- More resources needed
- More training staff
- More volunteers to help people to produce
- Need expanded hours to include Sundays
- Need more staff for BMC to assist producers
- Outreach to more of the community
- Resources for training in technology throughout community
- Resources to harness youth interest
- Training on how to frame a message

Category #3: PEG Access Distribution, Programming, Bandwidth, Channels

- 24/7 programming on all PEG channels
- Archival programming
- BMC as a “virtual” hub for arts broadband capability
- Channel numbers same on all cable companies
- Channel placement where quality is maximized
- Develop viewership tracking system
- Improve audio quality for local music productions
- Live streaming
- Low power radio/streaming of information
- Multiple platforms for community information
- Use young people to create “How to use BMC” videos

Category #4: PEG Access Facilities and Equipment

- Computer lab at BMC
- Educational access resources needed
- Equipment in schools
- Field production equipment
- Media lab for Town-wide learning
- More space for BMC
- Need more (and more powerful) computers
- Need more bandwidth server space

D. PEG ACCESS OPERATIONS, FACILITIES, AND EQUIPMENT

1. Brief Introduction to "PEG Access"

In 1984, Congress adopted the Cable Communications Policy Act of 1984, as amended (the "Cable Act"), which affirmed that local governments have the right to require cable operators to set aside "channel capacity for public, educational or governmental use." PEG Access channels, Congress explained, "provide groups and individuals who generally have not had access to the electronic media with the opportunity to become sources of information in the electronic marketplace." Therefore, it is the program producer, not the cable operator, who determines (and is legally responsible for) the content of a PEG access program. A request for a license (or renewal of an existing license) can be denied if a cable operator fails to provide adequate PEG Access "channel capacity, facilities or financial support." As a result, PEG access requirements have become a staple of cable licenses/franchises during the past forty years, and an important source of localism.

However, just as the cable industry has evolved from the delivery of TV services to a provider of video, voice, data services and many other ancillary services, PEG access has also evolved. Equipment, business, and management techniques that might have been appropriate forty years ago for the cable industry may not be appropriate today, and the same goes for PEG Access.

Communities have had many years of experience to determine what helps make PEG Access channels an asset for the entire community, and what inhibits their effective use. Two broad access management models have developed during this time.

Under the first model, a minimal level of equipment, facilities and services are provided, but it is up to the community to either use what is provided or not. Little effort is made to promote use, or to make it easy to use the equipment that is provided by offering training, assistance, ongoing encouragement, or sufficient hours of operation.

Under the second model, equipment, facilities and services are also provided, but a much more active role in the development of PEG Access related activities occurs. PEG Access channels are promoted to a much greater degree, staff reaches out to the community to encourage the use of the facilities and channels, a variety of training classes

are offered, equipment is updated regularly, and a user-friendly environment is provided where participants can perform the technical tasks required to create high-quality programming that adequately conveys their message.

It has been widely recognized in the PEG access field that the very passive approach of the first model generates little community interest or involvement. The second model has worked very well in many small, medium and large communities throughout the U.S., from Monterey, California to the boroughs of New York City; from Salem, Oregon to Chicago; and from Olympia, Washington to Cambridge, Massachusetts. This model also requires, at a minimum, adequate initial channel space, facilities, equipment and operational support, plus ongoing and stable funding that permits expansion and replacement of equipment over time. It is under this second model that the term "Community Media Center" has evolved to acknowledge the importance of serving an area's community media needs.

When an assessment of current and future community cable-related needs and interests is conducted, it is important to examine the resources presently available for PEG Access. However, before proceeding further with this discussion, it may be useful to present the following widely accepted definitions for the terms "Access," "Public Access," "Educational Access," "Government Access," and "PEG Access":

"Access" generally means the availability of the cable system (i.e., channel capacity) for use by various agencies, institutions, organizations, groups and individuals to acquire, create, edit and distribute video programming. The cable company does not have editorial control of the content of Access programming.

"Public Access" -- Organizations, non-profit groups, or individual members of the general public, on a non-discriminatory, first-come, first-served basis, are the primary or designated programmers or users.

"Educational Access" -- Schools, colleges and universities are the primary or designated programmers or users.

"Governmental Access" -- Governmental institutions, departments, agencies or their designees are the primary or designated programmers or users.

"PEG Access" -- Public Access, Educational Access, and Governmental Access, collectively.

2. Current PEG Access Environment in Belmont

As part of a review of the PEG Access resources and services in Belmont, The Buske Group prepared a “Local Programming Operations Questionnaire,” which was completed by the BMC staff (see Appendix 4). Their responses provided information about: (1) the community media services offered in Belmont; (2) staffing; (3) funding levels and sources; (4) expenditures by category (5) original programming figures; (6) equipment usage; (7) training services; (8) outreach and promotion; and (9) community participation.

BMC staff also completed a “Community Media Facility Inventory” (see Appendix 5), including information about the BMC production facility space, its hours of operation, portable field production equipment packages, editing systems, studio equipment, the master control/playback system, and production equipment in the Selectmen Meeting Room at Town Hall. This information, plus detailed supplementary materials (also included in Appendix 5) allowed us to examine details about the age and condition of all production hardware. BMC also provided its February 24, 2014 report to the Town of Belmont, covering its activities of the past 10 years and plans for the next 10 years (see Appendix 6).

BMC’s two primary channels of programming to Belmont cable subscribers are Public Access TV Channel 9 for Comcast subscribers (Verizon Channel 29) and Belmont Government and Educational Access TV on Comcast Channel 8 (Verizon Channel 28).

BMC also delivers a third access channel: Info and Public Service Channel 96 (Verizon Channel 30). This channel offers PSA’s, community announcements, election programming, live weather information, and public safety updates. It is also a secondary live channel for educational and government events/meetings when conflicting live events occur, presents replays of long-form PEG Access programs, and includes curated blocks of sports and educational/informational programming from institutions and government agencies.

BMC manages a public/community access facility (which also houses a multi-media art gallery) and oversees public use of the production equipment and playback of completed programming on two PEG Access channels. BMC has five full-time equivalent PEG Access staff, which includes four full-time staff (Executive Director, Technical Director, Program & Production Director, and Staff Producer & Archivist) and five part-time staff (Government Access Producer, Administrative Assistant, Archives Assistant, Bookkeeping Assistant, and Saturday Instructor). The BMC facility’s hours of operations hours are Monday through Friday from 10:00am to 8:00pm, and noon to 5:00pm on Saturdays.

Over 95% of BMC’s annual funding is provided by Comcast and Verizon, through allocations by the Town of Belmont from the license fees paid by the cable companies. The other revenue raised by BMC was from membership fees, contributions,

interest income, and sponsorships. Total funding grew from \$391,656 in 2011 to \$421,648 in 2012 to \$603,292 (including a \$150,000 capital payment from Verizon) in 2013.

From 2011 to 2013, *about half* of BMC's total expenditures were for personnel costs – a percentage that is below the typical amount (*about two-thirds*) for community media centers in the U.S. During this three-year period, BMC's continued its investment in facility and equipment upgrades since 2009 by making over \$145,000 in capital expenditures.

BMC's funding and expenditures data reveal surpluses of \$41,956 in 2011, \$43,284 in 2012 and \$142,359 in 2013. The larger 2013 surplus is due to the \$150,000 capital payment from Verizon that year. The BMC Board of Directors has adopted policies to maintain a \$400,000 "Operating Reserve Fund" and a \$200,000 "Capital, Building & HD Fund," each of which have been maintained by such annual surpluses.

The BMC website (www.belmontmedia.org) is a primary source of readily available information about local PEG Access activities and opportunities, including program listings for Public Access TV Channel 9/29 and Belmont Government and Educational Access TV Channel 8/28; a video-on-demand portal for BMC programs; staff contact information; the address and phone number for the BMC facility; brief descriptions and photos of production equipment; training information and on-line registration forms; video-on-demand tutorials for field and studio production equipment; and information about current and recent works in the art gallery. Links to BMC's social media presence on Facebook and Twitter, and useful information about the BMC board members and staff are also provided.

First-run, locally-produced programming on Public Access TV Channel 9/29 and Belmont Government and Educational Access TV Channel 8/28 has been steadily increasing in recent years: from an estimated 200 hours in 2011 to 250 hours in 2012 and 300 hours in 2013 on Channel 9/29; and from an estimated 460 hours in 2011 to 490 hours in 2012 and 530 hours in 2013 on Channel 8/28. The programs are repeated frequently on each channel to fill the time available.

During 2013, BMC's camcorders were checked out a total of 365 times, editing systems were used a total of 5,726 hours, and the studio was used a total of 1,300 hours.

Most of the production equipment (i.e., studio, field production, editing [including four Apple MacBook Pro laptop computers for check-out], master control/playback, and in the Selectmen Meeting Room and Chenery Public Middle School) is less than five years old and in good to excellent condition. Almost all equipment (with the notable exception of the Selectmen Meeting Room and Chenery Public Middle School equipment) is HD-ready. However, since Comcast and Verizon do not allocate HD channels for PEG Access, programming must be transmitted to the cable systems in standard definition.

During discussions with BMC staff, a number of other items of concern came to light: (1) expanding use of existing town fiber network to include two new sites (including the local football stadium); (2) upgraded HD encoder/decoder pairs for existing paths, the two new sites, the Emergency Management Agency and the Council on Aging facility (Beech Street Center; (3) the need for mobile remote connectivity (microwave or 4G bonded links); (4) the need for a mobile production platform to support communications in disaster preparedness and emergency response scenarios, civic and municipal occurrences such as local primary and secondary school sports, parades and election related events, and cultural and entertainment content in the community; and (5) the need to upgrade internal IT infrastructure. Technical issues from routing and top-of-rack switching upgrades to multi-terabyte near-line storage and offline archival systems will need to be evaluated in order to effectively manage the higher bitrates of HD acquisition, post-production and publication.

Photographs of the BMC facility and video production equipment items, and the production equipment in the Selectmen Meeting Room in the Town Hall are provided below and on the following pages.



Photo 1: Belmont Media Center entrance



Photo 2: BMC front desk/reception



Photo 3: Gallery@BMC



Photo 4: BMC "Green Room"



Photo 5: BMC Conference/Class Room



Photo 6: Sony NX-5 HD camcorder



Photo 7: Multi-camera field production controls



Photo 8: Video editing station



Photo 9: Inter-format video dubbing station



Photo 10: BMC Studio A



Photo 11: BMC Studio A JVC HD camera



Photo 12: BMC Studio A lighting grid



Photo 13: BMC Studio A (view from control room)



Photo 14: BMC Studio A control room equipment



Photo 15: BMC Studio B



Photo 16: BMC Studio B camera



Photo 17: Master control equipment rack



Photo 18: Selectmen Meeting Room in Town Hall



Photo 19: BOS Meeting room camera



Photo 20: BOS Meeting control room

E. SUMMARY OF MAJOR FINDINGS

The information gathered through this ascertainment process has helped to identify many significant cable-related needs and interests for the Town of Belmont. Concerns that are considered to be primary in nature are listed on the following pages. Definite needs and interests have been identified through the information collected via:

- responses on a total of 312 questionnaires completed by persons who answered them on-line or at a focus group (these respondents indicated that they were affiliated with 57 different organizations and institutions in the Belmont area);
- brainstorming by people who attended one of the four focus group workshops; and
- a review of existing local programming equipment, facilities and activities.

It is important to note that these are current needs and interests. We believe one can reasonably assume that the communications needs of residents, institutions, and organizations in Belmont will evolve in the future as communications technologies advance.

General conclusions from 312 responses to a questionnaire by focus group participants or on-line survey respondents:

- Nearly three-fourths of the focus group and on-line questionnaire respondents said that they subscribe to cable TV in Belmont, and about one third of these subscribers are Comcast customers. Of the Comcast subscribers:
 - * 75% pay extra to receive HD channels (of the HD subscribers, 37.5% said that they rarely or never watch channels that are not delivered in HD);
 - * 53.4% subscribe to Comcast's internet and telephone service;
 - * 26% subscribe to Comcast's internet service (but not telephone service); and
 - * 13.3% subscribe to Comcast's "Streampix" service.
- When Comcast subscribers were asked to indicate which one source they used most often to find information about programming on their cable TV channels, the most frequently indicated source (64%) was Comcast's on-screen program guide, far more than "channel surfing" (25.3%), which was the next most popular response. No other source was used by more than 4% of these Comcast subscribers.

- Keeping in mind that two-thirds of all survey respondents said they switched to or initially decided to subscribe to Verizon, when the Comcast subscriber-respondents were asked to indicate their “overall” level of satisfaction with Comcast, 78.9% indicated that they were “Very Satisfied” or “Somewhat Satisfied,” as compared to 11.3% who said they were “Very Dissatisfied” or “Somewhat Dissatisfied.”
- Over two-thirds of respondents who subscribe to Comcast’s cable TV service answered either “Very Good” or “Good” when asked to indicate their level of satisfaction with the *quality of the picture and sound* (95.9%), the *reliability of the Comcast cable TV service* (87.7%); and the *number and variety of channels offered* (76.7%). The only item rated “Poor” or “Very Poor” by more than one-third of the respondents was the *rates charged by Comcast for cable TV service* (35.7%).
- Over two-thirds of Comcast subscriber-respondents said they had tried to contact Comcast by telephone during the past year, and 59.4% of them said that they had to wait one minute or longer to speak to a customer service representative, or were never connected. Nearly three-fourths of those who were eventually connected to a CSR by telephone indicated that the CSR was able to resolve their issue.
- Over half (56.3%) of the Comcast subscriber-respondents said that having an office in Belmont is “*Very Important*” or “*Important*” to them, while 39.5% said this was “*Not Very Important*” or “*Not Important at All*.”
- When subscribers were invited to provide comments about their Comcast cable TV service, positive/neutral comments outnumbered negative comments, 17 to 14. Common criticisms were about high costs and lack of choice in channel selection.
- Of the focus group and on-line questionnaire respondents who previously subscribed to Comcast in Belmont, their most frequently indicated reason was “*I switched to Verizon (FIOS) or a satellite TV service*” (35.9%). Of those who had never subscribed to Comcast, the most frequently indicated reason was “*I’m not interested – I don’t watch TV enough to make it worthwhile*” (35.1%).
- 83.6% of all respondents (including Comcast and Verizon subscribers and non-subscribers) said they were aware of the Belmont Public Access channel and the Belmont Government and Educational Access channel. Of all respondents:
 - * 29.6% said they watched the Belmont Public Access channel at least once per month.
 - * Very large majorities said they “*strongly agree*” or “*agree*” that the Belmont Public Access channel “*provides programs that deal with local issues*” (88.6%) and “*provides valuable information*” (81.2%).

- * 33% said they watched the Belmont Government and Educational Access channel at least once per month.
 - * Very large majorities said they “*strongly agree*” or “*agree*” that the Belmont Government and Educational Access channel “*provides worthwhile local government programming*” (87.6%) and “*provides valuable information*” (83%).
 - * Their most frequent method used to find out about the programming on the Belmont Public, Government and Educational Access channels was “*channel surfing*,” followed by the “*Belmont Media Center’s website*.”
 - * Disregarding the content of programs, 49% said the picture and sound quality of the Belmont Public, Government and Educational Access channels, as compared to the other channels of the Comcast cable TV service, was “*lower quality*”.
 - * The most frequently mentioned programs that these respondents said they had watched at least once per month on the Belmont Public, Government and Educational Access channels were “*Board of Selectmen Meetings*” (21%), “*Schools Committee Meetings*” (12%), and “*Belmont High School Sports TV Coverage*” (7.5%).
- When all respondents were asked to indicate how much of their monthly cable bill should be used to support the development of local cable channels, programs and services in Belmont, *over one-third (34.5%) indicated \$2.00 or more*. Only 6.3% said “nothing”, and about half said that they either “don’t know” or this question was not applicable to them (not a cable subscriber).
 - By comparison, when asked how much of their monthly cable bill should be used to pay for four well-known cable programming services, the percentages of these respondents who indicated \$2.00 or more were as follows: ESPN – 14.7%; TNT – 11.3%; Fox News Channel – 8.9%; MTV – 2.3%.
 - In addition, of the respondents who had a quantifiable answer, about 45% indicated that \$5.00 of their monthly cable bill should support the development of the local cable channels, as compared to about 14% who supported \$5.00 for ESPN, 7% who supported \$5.00 for Fox News Channel, about 5% who supported \$5.00 for TNT, and less than 1% who supported \$5.00 for MTV.
 - When all of the survey questionnaire respondents were asked to indicate how important they think it is to have cable TV channels that feature programs produced by or about local residents, organizations, schools, and government, or about issues of interest to Belmont, a very large majority of them indicated that this was either “*Very Important*” (46.2%) or “*Important*” (39%).

- When all survey questionnaire respondents were asked how important it is to have local cable TV channels or programs in languages other than English, similar percentages indicated this is “*Very Important*” or “*Important*” (43.5%), as compared to those who said this is “*Not Very Important*” or “*Not Important at All*” (45%).
- 59.7% of all survey questionnaire respondents knew that community organizations can have programs about their services and activities on a BMC channel.
- 31.5% (88 of 279 respondents to this question) said that they had provided, helped to produce, or appeared as a guest on a program shown on a Belmont Media Center channel. Of those 88 respondents:
 - * when asked to indicate how many Belmont Media Center programs they had been involved with during the past two years, “1-5” was the largest response grouping (57.5%), followed by “more than 10” (17.2%);
 - * when asked to indicate the “impact” of their programs on viewers, the most common impacts (each indicated by 29.9% of these respondents) were “*I/We got requests from viewers and supporters for more information*” and “*Participants who appeared on my/our program were recognized in public by viewers*”;
 - * when asked to indicate how readily available the Belmont Media Center production facilities and equipment were when they wanted to participate in the production of a program (or material for a program), the most common responses were “*Always*” (56.3%) and “*Usually*” (25.3%);
 - * nearly two-thirds (64.4%) of these respondents said the typical condition of the Belmont Media Center facilities and equipment items was “*Excellent*”, followed by 28.8% who said “*Good*”;
 - * nearly all of these respondents (other than those who said this question was not applicable to them) said that the quantity and technical capability of the production equipment met their current needs;
 - * 91% of these respondents said it was “*Very Important*” or “*Important*” for PEG access channels to have the ability to transmit video programming live from locations throughout Belmont; and
 - * when asked to rate the quality of several services provided by the Belmont Media Center staff, services with the most “excellent” or “good” ratings were *efforts to inform residents about Belmont Media Center equipment, services and programming* (75.6%) and *production and other training services* (73.3%). The service with the fewest “excellent” or “good” ratings was *assistance to help you promote your program(s)* (52.4%).
- When all survey respondents were invited to provide any other comments about the programming and services offered by the Belmont Media Center, positive/neutral comments outnumbered negative comments, 85 to 6.

- When all of the survey respondents were asked to indicate their level of interest in several types of local programs or services, the leading responses were “*local news and information*” (75.1%), “*Town government/public agency meetings*” (71.2%), “*Town government informational programs*” (70.5%), “*informational programs about services and activities of Belmont organizations and clubs*” (66.6%), “*programs about local history, arts and artists*” (64.6%), “*educational/instructional programs from local schools*” (63%), and “*live coverage of local events (sports, concerts, etc.)*” (60.3%).
- Finally, when all of the survey respondents were provided a list of several media-related resources and were asked if they would like to use or participate in any of them, if offered by Belmont Media Center in the future, the highest percentages of them answered “Yes” or “Maybe” to “*advanced media production training*” (58.2%) and “*citizen journalism*” (49.8%).

During the brainstorming portion of the focus group sessions, participants identified the following community needs, interests, and concerns:

- When asked to identify the key issues facing them, their neighbors, community organizations, local government, and schools in the next ten years, most often mentioned were concerns relating to:
 - * Education- and Art-Related Concerns (e.g., curriculum and financing issues for high school; ESL issues; funding losses for arts; important school courses not offered due to budget cuts; Kendall Center for the Arts theatre burned down)
 - * Development, Taxes, Housing (e.g., affordable housing; Cushing Square development; commercial development vs. historical flavor and heritage; high property taxes; lack of funding for infrastructure improvements)
 - * Communication Problems, Collaboration, Networking (e.g., cellular 9-1-1 calls are a problem; emergency information distribution problems; lack of traffic information; lack of volunteers; poorly managed “Services Exchange”)
 - * Technology, Telecommunications and Media (e.g., sloppy cable installations; Comcast record is poor on net neutrality; high definition needed for all channels; local cable channels not on the interactive program guide)
 - * Public Safety and Government-Related Concerns (e.g., child safety; maintenance needed for public buildings; Town needs revenue; roads and sidewalk repairs; transient community concerns)
 - * Transportation (Belmont Community Path; lack of transportation options within Belmont; traffic congestion)

- When asked what makes it difficult for community organizations, Town government departments, or schools to effectively communicate with their constituencies and the residents of Belmont, the leading areas identified were:
 - * Lack of time, resources, communication skills, collaboration
 - * Audience-related issues, information overload, etc.
 - * Communications media and technology concerns
 - * Language, cultural and other barriers
 - * Comcast-related issues
 - * PEG-related concerns
- When asked how their organizations or agencies could use the cable system, PEG Access channels, and the Belmont Media Center, over 100 suggestions of program content, technology applications and training needs were identified. Included among them were artists creating art; “Business of the Month” that provides outstanding service to the community; “Citizen of the Month” profile of someone who demonstrates selfless dedication to Belmont’s needy; car sharing and bike sharing information; career training; cooking classes; ecumenical programming; environmental programs; Food pantry telethon at Christmas; French classes; historic home profiles and implications of possible destruction; more arts and sports programming from schools; news “around town”; previews of Belmont Farmer’s Market; traffic cameras and information (e.g., snow plow tracking); emergency override; ESL-related support; maximize distribution of BMC programming on-line/streaming/other ways; more locations for live transmissions; full information on interactive program guide to facilitate DVR recording; Video on demand for local channels; children’s video camp (during summer); educational element of PEG access needs resources and more funds; get more youth involved in training in use of media tools; outreach; senior citizen discount; team to assist those who are not tech savvy; universal service package.
- When asked what would make it easier for their organization to use cable or PEG Access channels and a community media center, the top categories of need were:
 - * Comcast’s Infrastructure, System Design, Services, Policies, etc. (e.g., a la carte ability; all classrooms wired for cable and internet access; basic “lifeline” service for lowest possible cost, advertised in all marketing materials; customer service standards that address cable installations and disconnects; emergency override to interrupt regular programming on all channels; expand the number of PEG channels; HD for all PEG channels; identify local programming on interactive program guide; local programming available via VOD; more live drops for BMC)

- * PEG Access Staff, Assistance, Policies, Funding, Services, Training (e.g., media literacy training; more funding from Comcast for educational uses; more training staff; need expanded hours to include Sundays; outreach to more of the community; more volunteers to help people to produce)
- * PEG Access Distribution, Programming, Bandwidth, Channels (e.g., 24/7 programming on all PEG channels; channel numbers same on all cable companies; develop viewership tracking system; live streaming; low power radio; multiple platforms for community information)
- * PEG Access Facilities and Equipment (e.g., educational access resources needed; field production equipment; media lab for Town-wide learning; more space for BMC; need more (and more powerful) computers)

Primary findings regarding PEG Access resources, facilities, and equipment:

- Belmont Media Center (BMC) manages a public/community access studio facility (which also houses a multi-media art gallery), and oversees public use of the production equipment and playback of completed programming on the three PEG Access cable channels serving Belmont.
- BMC has five full-time equivalent PEG Access staff, which includes four full-time and five part-time staff. About half of BMC's total expenditures are for personnel-related costs, less than the typical amount (about two-thirds) for community media centers in the U.S.
- Over 95% of BMC's annual funding is provided by Comcast and Verizon, through allocations by the Town of Belmont from the license fees paid by the cable companies. The other revenue raised by BMC was from membership fees, contributions, interest income, and sponsorships.
- BMC's funding and expenditures data reveal surpluses in 2011, 2012 and 2013. The BMC Board of Directors has adopted policies to maintain a \$400,000 "Operating Reserve Fund" and a \$200,000 "Capital, Building & HD Fund," each of which have been maintained by such annual surpluses.
- BMC reported that during 2011-2013, an annual average of about 750 hours of first-run locally-produced programming was presented on Public Access TV Channel 9/29 and Belmont Government and Educational Access TV Channel 8/28.

- During 2013, BMC's camcorders were checked out a total of 365 times, editing systems were used a total of 5,726 hours, and the studio was used a total of 1,300 hours.
- Most of the BMC production equipment is less than five years old and in good to excellent condition. Almost all of the equipment (with the notable exception of the Selectmen Meeting Room and Chenery Public Middle School equipment) is HD-ready.
- Since Comcast and Verizon have not allocated HD locations for the BMC PEG Access channels, all transmissions to the cable systems must be in standard definition at this time.
- Items of need expressed by BMC staff:
 - * expanding use of the town fiber network to include new sites;
 - * upgraded HD encoder/decoder pairs for existing paths, new sites, the Municipal Emergency Management Agency and the Council on Aging (Beech Street Center);
 - * mobile remote connectivity (microwave or 4G bonded links);
 - * a mobile production platform to support communications in disaster preparedness and emergency response scenarios, and civic/municipal events; and
 - * upgraded internal IT infrastructure.
- Several PEG Access related technical issues, ranging from routing and top-of-rack switching upgrades to multi-terabyte near-line storage and offline archival systems will need to be evaluated in order to effectively manage the higher bitrates of HD acquisition, post-production and publication.

III. RECOMMENDATIONS REGARDING COMMUNITY CABLE-RELATED NEEDS AND INTERESTS

A. INTRODUCTION

The community needs assessment process conducted by The Buske Group revealed significant information regarding the current and future community cable-related needs and interests in Belmont. The four community focus group sessions and questionnaire responses, on-line survey responses, and our review of the PEG Access facilities, equipment and activities indicate significant needs and support for a modern cable system. Such a network can help to meet the cable-related needs and interests of area residents as they confront the challenges and opportunities of life in the 21st century.

Based upon the information and findings presented in this report, The Buske Group has identified a non-exhaustive list of community cable-related needs and interests, and developed recommendations as to how those needs and interests could be satisfied. This information should be very useful to the Town of Belmont as it engages in the license renewal process, negotiates a new license with Comcast or deals with other cable service providers. The needs and interests findings and recommendations address the following concerns: (1) Cable Plant and Headend; (2) Subscriber Services and Customer Satisfaction; and (3) PEG Access. As suggested above, the needs and interests findings and recommendations should apply to all companies that may operate a cable system within the Town, although some may be unique to Comcast.

B. CABLE DISTRIBUTION SYSTEM

The following recommendations regarding the technical design and capabilities of the cable system to be specified in any new License Agreements are based upon the information and materials gathered during the community needs assessment, and current best practices within the cable industry nationwide.

1. Any cable system serving the Belmont cable license area should include features typically found in state-of-the-art systems. Any License should include reasonable standards for upgrades during the License term, as technological changes occur. An example of such a feature would be an Emergency Alert System (EAS) that could be activated by designated government officials to override all cable channels, to deliver up-to-date information when an emergency situation occurs. The need for such a feature was mentioned by participants during the brainstorming portion of the focus groups.

2. There is a need and interest in ensuring that the signal quality and functionality of the Belmont PEG Access channels is equivalent to that of the highest quality channel offered on the cable system.

Concerns about the signal quality and functionality of the Belmont PEG Access channels were indicated by Comcast subscribers who responded to the focus group and on-line questionnaire -- 49% of them said the picture and sound quality of the Belmont PEG Access channels, as compared to the other channels of the Comcast cable TV service, was "*lower quality*".

Therefore, any new license awarded by the Town should require that all Licensees ensure that BMC can independently monitor the signal quality and functionality of the PEG Access channels as transmitted by the Licensee within the Belmont license area. In addition, the Licensee should be required to regularly test PEG channel signal quality on its system, and report the results to the Town.

Any Licensee should deliver all Belmont PEG Access channels to subscribers without additional charges, and via channels whose quality, accessibility, functionality, and placement is equivalent to that of the highest quality commercial channel carried on the cable system throughout the entire term of any renewed license agreement. In addition, in order to meet these needs and interests, any Licensee should ensure that there are high-quality, well-maintained, and regularly monitored bi-directional fiber optic links between the BMC master control/playback facility and the Licensee's headend.

3. There is a need and interest in having the ability to easily transmit live programming from locations throughout the Belmont license area (e.g., sporting event sites, parade routes, school gymnasiums, performing arts venues, etc.).

Responses to the focus group/on-line survey and comments during the brainstorming portion of the focus groups indicated a high level of interest in live programming on the Belmont PEG Access channels. 91% of respondents who had provided, helped to produce, or appeared as a guest on a program shown on a Belmont Media Center channel said it was "*Very Important*" or "*Important*" for PEG access channels to have the ability to transmit video programming live from locations throughout Belmont. Focus group brainstorming participants also expressed a desire for more live drops for BMC to enable live programming to occur from various points in Belmont. This goal could be accomplished if the Town requires a Licensee to provide sufficient resources to enable live transmissions to occur from any location through the use of microwave, 4G bonded links or other appropriate technology.

4. In addition to maintaining a minimum of the current allocation of bandwidth for three (3) PEG Access channels and programming in the Belmont license area, there is a need and interest in ensuring that any Licensee provides sufficient capacity and other accommodations to enable: (a) the transmission of closed captions, stereo audio and SAP content for PEG Access programs that are delivered with such content; (b) the delivery of the Belmont PEG Access channels to cable subscribers in the same formats that are used by the highest quality commercial channel carried on the system, including HD¹; and (c) on-demand viewing of PEG Access programming [including selected PEG Access programs to be available in HD to cable subscribers via the on-demand service]².

Nearly half of all survey questionnaire respondents indicated that it is “Very Important” or “Important” to have local cable TV channels or programs in languages other than English. During the brainstorming portion of the focus groups sessions, participants said that “language barriers” were significant challenges faced by community organizations, government departments, and schools in communicating with their constituencies. Therefore, the delivery of PEG Access programming in languages other than English and/or with closed captions could help address this challenge.

Making accommodations to enable HD and on-demand viewing of PEG Access programming is supported by the interest expressed by many participants during the brainstorming portion of the focus group meetings. HD is rapidly becoming the standard viewing format in American homes, as cable companies and satellite TV service providers offer higher numbers of channels in HD, and equipment manufacturers discontinue the production of SD hardware. It would not be a surprise to see SD channels phased out entirely in favor of all-HD programming on cable systems during the next decade, just as analog programming tiers have been phased out in favor of all-digital cable systems. Therefore, PEG Access programming should not be relegated to such a substandard transmission method.

On-demand capacity would allow PEG Access programming to be stored and called up when needed. While on-demand capacity is not a general substitute for PEG Access channels (since, for example, it is not available to all subscribers, and cannot provide live

¹ Several recent renewal franchises (e.g., Portland, Chicago, and New York City) -- including some in areas served by Comcast -- have requirements for the phased-in delivery of PEG Access channels in HD.

² The above referenced renewal franchises also require storage space reserved on the cable company's VOD server for PEG Access programs.

programming), it can be exceptionally useful for programming desired by users at particular times. For example, recordings of classes could be stored and called up by a student when studying for an exam. Programs about community resources could be stored and called up on-demand; videos could be organized around topics or community issues so that a person interested in an issue could obtain a variety of information at once. Many of the desired programming areas identified by the focus group participants could take advantage of video-on-demand technology, which could deliver programs to residents when they seek such information (e.g., car sharing and bike sharing information; career training; cooking classes; French classes; local news; arts and sports programming from schools; “newcomer” information; tax information; Board of Selectmen meetings; video about process to use BMC). Given the interest in taking advantage of the capabilities of the cable system, any new License Agreement should ensure that the Belmont PEG Access channels can take advantage of changes in technology and capabilities over the term of any renewal license.

5. There is a need and interest in ensuring that any Licensee includes full program listings for PEG Access programs on its electronic and print program guides.

When Comcast subscribers who responded to the focus group and on-line questionnaire were asked to indicate which one source they used most often to find information about programming on their cable TV channels, the most frequently indicated source was Comcast’s on-screen program guide -- far more than any other source. Many participants in the focus groups brainstorming and respondents to the on-line survey stressed the need for complete program listings for the local cable channels on Comcast’s electronic program guides. This would make it possible to plan their viewing as they do for other channels, and use the interactive program guide to facilitate DVR recording of programs presented on the PEG Access channels. Such capability is provided for PEG access channels on many other cable systems in the United States, including several managed by Comcast (e.g., Tucson, Arizona; Napa, Sacramento, San Rafael, Santa Maria and San Jose, California; Portland, Oregon; Philadelphia and State College, Pennsylvania). Given the high level of importance placed on local information by respondents to the focus group/on-line survey, and the fact that subscribers most often indicated that they use the Comcast on-screen program guide as their primary way of identifying programming to view, it is essential that all PEG programming be included (both by title and description) on any Licensee’s on-screen interactive programming guide.

C. SUBSCRIBER SERVICES AND CUSTOMER SATISFACTION

The participants in various elements of the community needs assessment process were asked several questions about their level of satisfaction with the current cable TV service. For the most part, the participants who subscribe to cable TV provided by Comcast expressed satisfaction with Comcast's service. Based on some of their other responses, the following recommendations are offered:

1. There is a need and interest in having Comcast offer other lower-cost packages of cable TV programming. Comcast should be strongly encouraged to offer alternative, less expensive programming packages for Belmont residents. When the focus group and on-line questionnaire respondents were asked to indicate their level of satisfaction with a variety of customer service issues, the only item rated "Poor" or "Very Poor" by more than one-third of the respondents was the *rates charged by Comcast for cable TV service*. When asked to provide any comments about their Comcast cable TV service, the most common criticisms were about the high cost of the service and the lack of choice in channel selection. During the brainstorming portion of the focus group, when participants were asked what would make it easier for their organization to use cable, a basic "lifeline" service for the lowest possible cost (advertised in all marketing materials) was mentioned.

It should be noted that while the most frequently recorded complaint with regard to cable service was subscriber concern with regard to the high cost of cable service, the Town recognizes that it does not have authority over rates. However, it is important to document subscriber concerns regarding this matter in this report. In addition, the cost of Comcast's cable service appears to be an important reason why so many former Comcast subscribers terminated their service. When the focus group and on-line questionnaire respondents who do not subscribe (or have never subscribed) to Comcast's cable TV service in Belmont were asked to indicate why they do not subscribe, the most frequently indicated reasons were "I switched to Verizon (FIOS) or a satellite TV service," followed by "Comcast's cable TV service is too expensive."

2. There is a need and interest to require Comcast to meet or exceed the FCC’s customer service obligations. Comcast should be required to prove that it is in compliance, and should take immediate steps to bring itself into compliance if it is not. Based upon responses to the focus group/on-line survey, special attention should be given to the ability to quickly contact a Comcast customer service representative.

Over two-thirds of the Comcast subscriber-respondents to the focus group/on-line survey said that they had tried to contact Comcast by telephone during the past year, and 59.4% of them said that they had to wait one minute or longer to speak to a customer service representative, or were never connected. The FCC’s customer service standards state: *“Under normal operating conditions, telephone answer time by a customer representative, including wait time, shall not exceed thirty (30) seconds when the connection is made. If the call needs to be transferred, transfer time shall not exceed thirty (30) seconds. These standards shall be met no less than ninety (90) percent of the time under normal operating conditions, measured on a quarterly basis.”*

3. There is a need and interest in requiring Comcast to maintain an office in Belmont. Over half of the focus group and on-line questionnaire respondents who subscribe to Comcast’s cable TV service said that having an office in Belmont is “Very Important” or “Important” to them.

4. Adequate PEG Access bandwidth should be made available on the subscriber network (with such channels grouped together on the lowest cost tier of services). Additional bandwidth/capacity should be made available to enable on-demand and HD capability for PEG Access programming, and for future PEG Access purposes. PEG Access HD channels should also be grouped together within the HD channel lineup. All PEG Access bandwidth/capacity should be provided free of charge. (See Section D.2., later in this report, for more specific recommendations regarding PEG Access bandwidth/capacity.)

Having local cable channels featuring programs about local residents, organizations, schools, and government, or about issues of interest to Belmont was ranked as either “Very Important” or “Important” by 85% of the focus group/online survey respondents. Many of them expressed an interest in having the PEG Access channels with HD and on-demand capability.

D. PEG ACCESS

1. Overview

The findings of this ascertainment process indicate a very high level of support for the inclusion of significant PEG Access bandwidth/capacity and resources and an appreciation of the importance of PEG Access services. As stated previously in this report, 85% of the Comcast subscribers who responded to the focus group/on-line survey said it is “Very Important” or “Important” to have local cable TV channels that feature programs about Belmont area residents, organizations, schools, government, events and issues.

PEG Access channels are unique in their ability to deliver regularly-scheduled local programming, guided by professional staff that offer outreach, training, production assistance, playback, and promotional services. Local broadcast stations stopped providing such a range of local programming years ago, and are now content to rely primarily on non-local network and syndicated programs. While videos distributed on the internet (via YouTube and other sites) offer another alternative to broadcast and satellite-delivered stations, audience measurement companies report that the number of people who watch programs online are currently very small, in comparison to those who watch on cable TV. In addition, YouTube and the other online outlets do not provide community-based outreach, training, production assistance, and promotional services available at PEG Access centers throughout the United States, to help local producers create video programming with good production values that do not detract from the effort to get their messages out to the public.

Over 80% of all respondents to the focus group/on-line survey (including Comcast and Verizon subscribers and non-subscribers) said they were aware of the Belmont Public Access channel and the Belmont Government and Educational Access channel. About one-third of them said they watched these channels at least once per month. Very large majorities of them said that these channels provide programming that deals with local issues, worthwhile local government programming, and valuable information.

During the “brainstorming” segment of the focus group workshops, participants mentioned over 100 suggestions of program content and technology applications. When asked what would make it easier to use the PEG Access channels and a community media center to communicate, their primary categories of need were:

a. *Comcast’s Infrastructure, System Design, Services, Policies, etc.* (e.g., emergency override to interrupt regular programming on all channels; expand the number of PEG channels; HD for all PEG channels; identify local programming on interactive program guide; local programming available via VOD; more live drops or their equivalent for BMC);

b. *PEG Access Staff, Assistance, Policies, Funding, Services, Training* (e.g., media literacy training; more funding from Comcast for educational uses; more training staff; need expanded hours to include Sundays; outreach to more of the community; more volunteers to help people to produce);

c. *PEG Access Distribution, Programming, Bandwidth, Channels* (e.g., 24/7 programming on all PEG channels; channel numbers same on all cable companies; develop viewership tracking system; live streaming; low power radio; multiple platforms for community information); and

d. *PEG Access Facilities and Equipment* (e.g., educational access resources needed; field production equipment; media lab for Town-wide learning; more space for BMC; need more (and more powerful) computers).

BMC manages a public/community access studio facility and oversees public use of the production equipment and playback of completed programming on Belmont's three PEG Access channels. About 95% of BMC's annual funding is provided by Comcast and Verizon, through allocations by the Town of Belmont from the license fees paid by the cable companies. Approximately half of BMC's total expenditures are for personnel, less than the typical amount for community media centers in the U.S.

BMC reported that during 2011-2013, an annual average of about 750 hours of first-run locally-produced programming was presented Public Access TV Channel 9/29 and Belmont Government and Educational Access TV Channel 8/28.

During 2013, BMC's camcorders were checked out a total of 365 times, editing systems were used a total of 5,726 hours, and the studio was used a total of 1,300 hours.

Most of the BMC production equipment is less than five years old and in good to excellent condition. Almost all equipment (except the Selectmen Meeting Room and Chenery Public Middle School equipment) is HD-ready. However, Comcast and Verizon have not allocated HD locations for the BMC PEG Access channels -- all transmissions to the cable systems must be in standard definition at this time. BMC staff discussed several items needed, including expansion of the existing city fiber loop to include new sites, upgraded HD encoder/decoder pairs for existing paths and new sites, mobile remote connectivity, mobile production platform to support communications in disaster preparedness, emergency response, and other scenarios, and upgraded internal IT infrastructure.

More details about these findings -- and recommendations to address these needs -- are provided later in this report.

Based upon these findings, we have considered PEG Access needs and interests for the Belmont license area in light of:

- the current amount of local programming activity;
- the age and condition of the equipment;
- the significant level of interest and community participation in PEG Access;
- the size and unique nature of Belmont; and
- the cost of providing PEG Access services, facilities and equipment.

Consequently, there is a need and interest in ensuring that any future License Agreement includes provisions that:

a. require each Licensee to allocate sufficient bandwidth/capacity for PEG Access purposes, including the conversion of the Belmont PEG Access channels to HD; and

b. require each Licensee to provide adequate capital and operations funding and in-kind resources and support for PEG Access that would: (1) maintain and expand the existing PEG Access services and resources; and (2) enable BMC to meet the needs and interests expressed by Belmont area residents and representatives of local organizations through the focus group brainstorming sessions and responses to the focus group/on-line survey. PEG Access services and resources must be available to: (1) all residents, government agencies, institutions and organizations within the Belmont license area; and (2) households that subscribe to any cable or other multi-channel programming service provider in Belmont.

2. PEG Access Bandwidth/Capacity

A wealth of information relating to public, educational, and government programming on the Belmont PEG Access channels was gathered during the needs assessment activities that were conducted by The Buske Group. The following recommendations are based upon the information gathered, as well as widely recognized best practices in the PEG Access field:

a. Initially, there is a need and interest in ensuring that any Licensee maintains the current allocation of bandwidth to deliver the three (3) channels for PEG Access programming that are now provided to cable subscribers in Belmont. As discussed previously in this report, we anticipate that the SD format will be phased out in the

near future, as the penetration of HD televisions in U.S. households continues its very rapid growth. During this transition period, as the Belmont PEG Access channels are converted to HD format (either gradually or all at once), they should be transmitted in both SD and HD formats – as is the case for local broadcast and many of the satellite-delivered channels – for the convenience of all cable TV subscribers, including those who do not yet subscribe to the HD package of programming services. The simultaneous transmission of the Belmont PEG Access channels in SD and HD formats should continue as long as there are SD channels in the lowest cost tier of service.

b. Based on the high level of importance indicated for local programming by respondents to the focus group/on-line survey, there is a need and interest in ensuring that any Licensee has additional bandwidth/capacity available for future PEG Access purposes, to be activated in accordance with a pre-determined programming-based formula, when programming amounts put a strain on the existing PEG Access bandwidth/capacity. Below is a recommended PEG Access channel activation formula:

An additional PEG Access channel may be requested when the level of programming on one of the existing Belmont PEG Access channels meets or exceeds the following conditions

i. During sixteen (16) consecutive weeks, an existing channel designated for the same purpose as the channel requested (public or educational or governmental access) cablecasts at least forty (40) hours per week of “qualified” programming.

ii. “Qualified programming” includes any locally produced material carried on the Belmont PEG Access channels, except for “bulletin board” material where the same text (or video and text) screen is sent simultaneously to all Subscribers. “Locally produced” programming is defined as:

- (1). Programming produced within Belmont; or
- (2). Programming produced or provided by any resident of Belmont (or any local public or private agency which provides services to residents located within Belmont), regardless of where the programming is physically produced.

c. There is a need and interest in ensuring that all Belmont PEG Access channels are located on the lowest cost tier of service and in a consecutive or near consecutive group of channels throughout the term of any new License. As long as there are SD channels in the lowest cost tier of service, PEG Access SD channels should be grouped together within that tier. In addition, PEG Access HD channels should be grouped together within the lowest cost HD tier. The inclusion of Belmont PEG Access channels in the lowest cost tier of service and the grouping of similar types of channels are standard practices in the cable industry, in keeping with the spirit of the Cable Act's expressed support for PEG Access and for the convenience of subscribers.

d. There is a need and interest in ensuring that each PEG Access programming service is given the same channel location on the system of any cable operator serving Belmont.

This recommendation is based on the fact that in communities served by more than one cable service provider, the competitors often assign PEG Access channels to different numerical locations, thereby causing confusion in the public regarding how to find these channels and serious problems regarding the promotion of PEG Access programming.

e. There is a need and interest in ensuring that the Belmont PEG Access channel locations (both SD and/or HD) may only be changed if a Licensee must do so due to comply with FCC requirements or for documented technical reasons, and with the approval of the Town. All costs related to channel relocations must be paid by the Licensee, including but not limited to: (1) PEG Access staff time; (2) equipment; (3) creation of electronic and print versions of station ID's and logos; (4) replacement of materials such as letterhead, business cards, etc.; and (5) any other items which include the channel number. In addition, the Licensee should provide free print and electronic advertising and announcements to inform subscribers about the relocations.

Participants in the focus groups indicated several concerns about issues related to the Belmont PEG Access channels: the fact PEG Access program listings are not included on the interactive program guide makes it very difficult to find information about upcoming programs on those channels; information about the PEG Access channels on the interactive program guide is needed to facilitate DVR recording; there is a need for outreach/promotion of PEG Access programming and services to more of the community; etc. Promotional activities would be enhanced if PEG Access channel locations are stable over time, and are shifted only if absolutely necessary, as described above. If and when a

Belmont PEG Access channel location must be changed, subscribers must obtain information in advance about the changes through a variety of methods, as outlined above. In addition, the inclusion of PEG Access channel programming information on a Licensee's interactive electronic programming guide (as Comcast already does in many other communities that it serves) is a major need, especially since Comcast's on-screen program guide was by far the most frequently indicated source of programming information by focus group/on-line survey respondents.

f. There is a need and interest in ensuring that the Belmont PEG Access channels have the same functionality and capacity as the highest quality over-the-air broadcast television channels delivered by each Licensee on its cable system. This would include, but not necessarily be limited to, the ability to transmit signals in any format, to transmit video and audio signals only, or to transmit other information (including secondary audio, text, digital information, HD signals, or other audio signals). Any Licensee should also be required to maintain the same technical standards for the transmission of the Belmont PEG Access channels (in either SD or HD format) as it must for local broadcast channels on its cable system.

g. Each Licensee should also provide sufficient storage space, encoding, and other accommodations to enable free on demand viewing of PEG Access programs.

As stated previously in this report, HD and on-demand viewing of PEG Access programming is supported by the interest expressed by focus group participants, and on the nature of the information that could be distributed via the Belmont PEG Access channels. As discussed previously, HD is rapidly becoming the standard viewing format in American homes. On-demand capacity for PEG Access programming is supported by the interest expressed by focus group participants, and by the content that participants desired to receive and/or distribute via BMC.

Comcast currently provides free VOD capacity for selected PEG Access programs on several of its cable systems in the United States (e.g., Philadelphia; Houston; Fresno and Sacramento, California; Medford, Massachusetts; Hialeah, Florida; and Peterborough, New Hampshire)³. While on-demand capacity is not a general substitute for PEG Access channels, it can deliver programs desired at a particular time. Examples of VOD

³ See Comcast's report on PEG Access VOD activities in some of these communities at <http://corporate.comcast.com/images/PEG-Report-2013-01-28.pdf>

applications for PEG Access operations include: (1) a student could watch a recorded lecture that had been shown on an educational access channel earlier in the school year by calling it up on-demand, to review it on the night before a test; (2) a sporting event telecast live by a public access crew could be called up at any time later for review and analysis by the members and coach of a participating team; and (3) after close of business, a local merchant could call up a VOD copy of that day's Board of Selectmen meeting to review the discussion and decision regarding an issue that would directly affect her business.

A significant portion of the programming identified by the focus groups could take advantage of video-on-demand technology, and it could assist in addressing identified communications problems (e.g., no program listings available for local channels (or descriptions of individual programs), no VOD for PEG, lack of knowledge of where to get needed information, etc.).

Given the interest in using the capabilities of the cable system, language in any renewed License should ensure that the PEG Access channels can take advantage of changes in technology and capabilities over the term of the License. Items like on-demand and HD capacity for PEG Access programming are matters of interest today, but the language in any renewed license should be sufficiently flexible and forward-thinking to accommodate PEG Access use of new technologies that might become standard applications for cable channels in the near future (e.g., 3D, 4K).

h. There is a need and interest in ensuring that any Licensee continues to provide all PEG Access bandwidth/capacity (including PEG Access SD channels currently, and HD channels in the future) free of charge to the Town, BMC, Belmont schools and PEG Access community producers.

This recommendation is based on the fact that the provision of PEG Access channels free of charge has been the norm in the cable industry for over 40 years, including all of the time that cable service has been provided in Belmont. The Town, BMC, Belmont schools and PEG Access producers have limited resources, and their services would be adversely affected if they had to pay for allocated bandwidth/capacity. Furthermore, cable operators do not charge other program providers to be included on their channel line-ups, and are known to pay \$5.00 or more per subscriber per month to carry a single non-premium programming service (i.e., ESPN).

3. PEG Access Facilities and Equipment

The following recommendations are based upon the current condition and shortcomings of the BMC, Selectmen Meeting Room and Chenery Public Middle School equipment packages; information gathered during focus group sessions; the consultant's inspection of the PEG Access facilities and equipment in Belmont; and the consultant's experience and knowledge of PEG Access facilities, equipment, services, operations, and management in numerous other communities.

Based upon the consultant's on-site inspection of the BMC, Selectmen Meeting Room and Chenery Public Middle School facilities and equipment, review of the Community Media Facility Inventory forms (and BMC's detailed supplementary materials), and concerns expressed by many focus group brainstorming participants and respondents to the on-line survey, there is a need and interest in ensuring that Comcast, upon signing any new License Agreement, should provide initial equipment grant funding to help replace and upgrade the existing BMC, Selectmen Meeting Room and Chenery Public Middle School equipment packages. In addition, the new License Agreement should include a provision that requires Comcast to provide ongoing replacement capital equipment grants. These amounts should be in addition to any amount paid as a License fee to the Town.

While BMC's studio systems appear to function as needed, staff informed the consultant that its existing capital plan includes replacement/upgrade of Studio B equipment. Therefore, initial equipment grant funding from Comcast under a renewal franchise includes a small lump sum allocated for updates to Studio B. Other initial replacement/upgrade items include: (1) the Selectmen Meeting Room equipment packages; (2) four of BMC's single-camera field production packages (purchased in 2006); (3) the portable multiple-camera field production package; and (4) distribution equipment (phase 1). Initial funding would upgrade these items to enable recording/transmission of programs in SD and HD formats.

The ongoing replacement capital equipment grants would be used to replace/upgrade: (1) monitors within the various equipment packages every five years; (2) the Chenery Public Middle School equipment package and BMC's distribution equipment (phase 2) during years 4-5; (3) BMC's video editing systems during year 5; (4) BMC's other four single-camera field production packages, playback/master control equipment, and archiving equipment during years 6-8; and (5) a rebuild/upgrade of Studio A and the portable multiple-camera field production package during years 9-10.

The above recommendations are detailed in the capital equipment replacement/upgrade schedule provided in Appendix 7 to this report. (*PLEASE NOTE: Due to the fact that media equipment is evolving very rapidly, many of the items identified in Appendix 7 are examples of what could currently satisfy the identified equipment needs, and are not intended to be specific recommendations of items to be purchased.*)

As stated above, the capital equipment replacement/upgrade recommendations are based upon the current condition and shortcomings of the BMC, Selectmen Meeting Room and Chenery Public Middle School equipment packages; information gathered during focus group sessions; the consultant's inspection of the PEG Access facilities and equipment in Belmont; and the consultant's experience and knowledge of PEG Access facilities, equipment, services, operations, and management in numerous other communities. We also point out the following observations that influenced our recommendations:

a. Our review of BMC's equipment and infrastructure indicates that the organization has taken several steps to incorporate new high-definition technologies in many aspects of their operations. BMC has successfully migrated to a tapeless workflow with HD camcorders in the field and disk-based recording systems for studio and remote events. To enable BMC to efficiently manage the delivery of content from production/post-production locations and on to the appropriate PEG Access channel and the internet, we recommend that a high capacity distribution network and storage ecosystem be designed and implemented.

b. Limited capital budget availability has created a bottleneck in that member/producer single-camera field production packages must be diverted from public use in order to provide camera equipment for use with the existing portable multiple-camera field production package. The replacement/upgrade schedule for additional single-camera systems included in Appendix 7 to this report will mitigate this shortfall in inventory.

c. In addition to the equipment replacement/upgrade recommendations described above, BMC may determine that a mobile production truck would be a preferred alternative to its current reliance on a portable multiple-camera field production package to cover all events and other remote field activities. Such a reliance requires substantial staff time to load-in, setup, strike and transport this equipment package, which could be ameliorated by the acquisition of a dedicated mobile production vehicle. Therefore, an optional mobile production truck for purchase during years 4-5 is also included in Appendix 7 to this report.

d. BMC's current pre-renewal capital plan calls for the rollout of a networked post-production system allowing networked media to be shared across the network. This again brings into focus the need for network engineering design. Therefore, the capital equipment replacement/upgrade schedule provided in Appendix 7 to this report provides for system replacement/upgrade during the back end of the franchise.

e. BMC staff has identified additional sites for inclusion in the Town's switched fiber network: the Emergency Management Agency, the high school football stadium and the Council on Aging facility. Consideration should be made for the design and permanent installation of these nodes to the town fiber network. As the acquisition, post-production and publication systems have been upgraded to HD, BMC has also identified the need to upgrade the video encoder/decoder pairs that provide the connectivity to the facility to HD. Additionally, the organization expressed the need to shift the control of video operations to the municipal Emergency Management Agency in the event of a natural disaster or other emergency response incident.

f. BMC's channel origination environment has recently been upgraded, and now includes HD capacity. Therefore, the capital equipment replacement/upgrade schedule provided in Appendix 7 to this report provides for options to expand/upgrade the playback servers.

4. PEG Access Services

An analysis of the information gathered reveals a need and interest in continuing, enhancing and expanding PEG Access services in the Belmont license area.

As frequently noted in this report, the ascertainment of community cable-related needs and interests discovered extensive evidence that Belmont residents support the PEG Access services that are currently delivered to them. Eighty-five percent of the Comcast subscribers who responded to the focus group/on-line survey said it is either "*Very Important*" (46.2%) or "*Important*" (39%) to have local cable TV channels that feature programs produced by or about local residents, organizations, schools, and government, or about issues of interest to Belmont. These responses indicate a very positive attitude about these local channels and services.

However, focus group participants mentioned a number of other desired services during the brainstorming sessions, including a long list of PEG Access program content, technology applications and training needs; HD for all PEG channels; identification of local programming on the interactive program guide; local programming available via VOD; more live drops for BMC; media literacy training; expanded hours; outreach to more of the community; and much more.

If PEG Access is to continue and be more able to meet the needs and interests identified by the public during the needs assessment process in Belmont, the current levels of capital and operations funding and in-kind support must be maintained and enhanced during the term of the next License Agreement. The quantity and quality of

PEG Access services in the future will be dictated to a large degree by the level of funding available from the Town and the cable operators that provide service to its residents. BMC will also need to expand its efforts to obtain funding and in-kind support from a variety of other sources.

Respondents to the focus group/on-line survey provided over 100 suggestions and requests for a variety of other PEG Access programs and services that they would like to see offered in the future, including but not limited to:

- Artists creating art
- “Business of the Month” that provides outstanding service to the community
- “Citizen of the Month” profile of someone who demonstrates selfless dedication to Belmont’s needy
- Car sharing and bike sharing information
- Career training
- Cooking classes
- Ecumenical programming
- Environmental programs
- Food pantry telethon at Christmas
- French classes
- Historic home profiles and implications of possible destruction
- Arts and sports programming from schools
- Previews of Belmont Farmer’s Market
- Traffic cameras and information
- Full information on interactive program guide to facilitate DVR recording
- Video on demand for local channels

To help meet the expressed community cable-related needs and interests described throughout this report, any new License Agreement adopted by the Town should include provisions to ensure that initial and ongoing PEG Access support grants are provided by the Licensee, to supplement any allocations provided by the Town to support PEG Access activities.

These revenue sources would be critical elements of the PEG Access funding package. PEG Access resources and services could not continue without such core funding, and the desired expansion of these resources and services would not be possible. With such funding, BMC and the Town would be able to develop these and many other suggested programs and services.

To help address a need and interest to promote the Belmont PEG Access channels, programming and services to area residents and cable subscribers more effectively, any renewal License Agreement adopted by the Town should include provisions to ensure that the Licensee provides the following:

a. Courtesy promotion of the Belmont PEG Access channels -- including full program listings for all PEG Access programs scheduled for presentation on each PEG Access channel -- in all print and electronic program guides for their subscribers.

b. Free insertion of promotional spots for the Belmont PEG Access channels and programs on the Licensee's cable satellite services that make times available for local advertising insertions.

APPENDICES

APPENDIX 1

Community Needs & Interests Questionnaire

COMMUNITY NEEDS & INTERESTS QUESTIONNAIRE

These questions are intended to obtain information about community needs and interests related to cable TV. The information gathered will help to determine if existing local cable TV services and resources are adequate and appropriate, and identify changes that might be made to meet current and future cable-related needs and interests of Belmont residents.

1. Do you currently subscribe to a cable TV service in Belmont?

☐ Yes ☐ No **If "No," skip to Question 25 on page 3**

2. **If "Yes" to Question 1** Which cable TV service provider do you use?

☐ Comcast ☐ Verizon (FIOS) **If "Verizon (FIOS)," skip to Question 24 on page 3**

3. How long have you subscribed to the Comcast cable TV service in Belmont?

☐ Less than 1 Year ☐ 1 to 5 Years ☐ 6 to 10 Years ☐ Over 10 Years ☐ Don't Know/Don't Remember

4. Do you receive Comcast's package of high definition (HD) channels?

☐ Yes ☐ No / Don't Know **IF "NO" OR "DON'T KNOW," SKIP TO QUESTION 6, BELOW**

5. **IF "YES" TO QUESTION 4** How often do you watch Comcast channels that are not delivered in HD to your TV?

☐ Often ☐ Sometimes ☐ Rarely ☐ Never ☐ Don't Know

6. Which one source of information do you use most often to find information about programming on cable TV channels? **PLEASE CHECK ONE OF THESE:**

☐ TV Section of Newspaper ☐ The Internet ☐ "Channel Surfing"
☐ "TV Guide" Magazine ☐ Comcast's On-Screen Program Guide ☐ Don't Know
☐ Other: _____

7. How often do you use Comcast's on-screen program guide to decide what to watch?

☐ Never ☐ Occasionally ☐ Frequently ☐ Always ☐ Don't Know

8. Do you subscribe to Comcast's internet or telephone service? **PLEASE CHECK ONE OF THESE:**

☐ No ☐ Yes (Internet and Telephone) ☐ Yes (Internet) ☐ Yes (Telephone) ☐ Don't Know

9. Do you subscribe to Comcast's "Streampix" service, which enables you to choose from a library of movies and TV shows to watch on your television, computer, tablet or smartphone?

☐ Yes ☐ No / Don't Know

10. Please indicate your level of satisfaction with Comcast's cable TV service -- NOT telephone or Internet service -- in the following areas (if this item is not applicable to you, indicate that by checking "N/A"):

	VERY GOOD	GOOD	FAIR	POOR	VERY POOR	DON'T KNOW	N/A
a. Quality of the picture and sound.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. <u>Reliability</u> of Comcast's <u>cable TV</u> service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Number & <u>variety</u> of channels offered.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Helpfulness of Comcast's customer service representatives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. The rates charged by Comcast for <u>cable TV</u> service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Ease of getting services installed or changed by Comcast	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. Ease of getting problems repaired or resolved by Comcast	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h. Ability to quickly speak to a customer service representative when you call Comcast	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
i. Ability of Comcast to respond to a service..... call within the promised time period	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

COMMUNITY NEEDS & INTERESTS QUESTIONNAIRE

11. Have you tried to contact Comcast by telephone during the past year?
☐ Yes ☐ No ☐ Don't Know **IF "NO" OR "DON'T KNOW", SKIP TO QUESTION 17, BELOW**
12. **IF "YES" TO QUESTION 11** As a result of your most recent telephone call to Comcast, was your issue resolved using the Comcast automated telephone response system, without talking to a person?
☐ Yes ☐ Don't Know **IF "YES" OR "DON'T KNOW", SKIP TO QUESTION 17, BELOW**
☐ No
13. **IF "NO" TO QUESTION 12** During your most recent telephone call to Comcast, if you waited to speak to a customer service representative, how long would you estimate that you were on hold (or were you never connected)?
☐ Less Than 30 Seconds ☐ Between 30 Seconds and 1 Minute ☐ Between 1-5 Minutes
☐ Between 5-15 Minutes ☐ More Than 15 Minutes
☐ Don't Know / Don't Remember ☐ Never Connected **IF "NEVER CONNECTED", SKIP TO QUESTION 17, BELOW**
14. Was the person you spoke with able to resolve your issue during that most recent telephone call?
☐ Yes ☐ Don't Know **IF "YES" OR "DON'T KNOW", SKIP TO QUESTION 17, BELOW**
☐ No
15. **IF "NO" TO QUESTION 14** Was that because a service call was necessary?
☐ Yes ☐ No ☐ Don't Know **IF "NO" OR "DON'T KNOW", SKIP TO QUESTION 17, BELOW**
16. **IF "YES" TO QUESTION 15** If you scheduled a service call, was the problem resolved on the first visit by the technician?
☐ Yes ☐ No ☐ Don't Know / Don't Remember ☐ Not Applicable
17. Have you gone to a Comcast office during the past year?
☐ Yes ☐ No ☐ Don't Know **IF "NO" OR "DON'T KNOW", SKIP TO QUESTION 21, BELOW**
18. For what reason(s) did you go to the Comcast office? **PLEASE CHECK ALL THAT APPLY:**
☐ Pay bill ☐ Return/pick up equipment ☐ Order/change service ☐ Other: _____
19. During your last time at the Comcast office, how long did you wait in line before a Comcast representative could help you?
☐ Less than 5 Minutes ☐ Between 5 - 15 Minutes ☐ Between 15 - 30 Minutes
☐ More than 30 Minutes ☐ Don't Know / Don't Remember
☐ Left Without Being Helped **IF "LEFT WITHOUT BEING HELPED", SKIP TO QUESTION 21, BELOW**
20. During the last time you went to the Comcast office, was Comcast able to resolve your issue?
☐ Yes ☐ No ☐ Don't Know / Don't Remember ☐ Not Applicable
21. How important is it to you that Comcast provide an office that is located near your home?
☐ Very Important ☐ Important ☐ Not Very Important ☐ Not Important at All ☐ Don't Know
22. Overall, how satisfied are you with the Comcast cable TV service?
☐ Very Satisfied ☐ Somewhat Satisfied ☐ Neutral ☐ Somewhat Dissatisfied ☐ Very Dissatisfied

COMMUNITY NEEDS & INTERESTS QUESTIONNAIRE

23. Please provide any comments about your Comcast cable TV service in the space below.

COMCAST SUBSCRIBERS: PLEASE SKIP TO QUESTION 27 ON THE NEXT PAGE.

24. **FOR VERIZON (FIOS) SUBSCRIBERS ONLY** How long have you subscribed to the Verizon (FIOS) cable TV service in Belmont?

☐ Less than 1 Year ☐ 1 to 3 Years ☐ Over 3 Years ☐ Don't Know/Don't Remember

25. If you previously subscribed to Comcast's cable TV service in Belmont, but no longer do so, please indicate the reason(s) from the list provided below.

PLEASE CHECK ALL THAT APPLY:

- ☐ I have never subscribed to Comcast's cable TV service
- ☐ I moved to another residence
- ☐ Poor picture and/or sound quality from Comcast
- ☐ I didn't watch TV enough to make it worthwhile
- ☐ Comcast's customer service was poor
- ☐ Comcast's cable TV service was too expensive
- ☐ I switched to Verizon (FIOS) or a satellite TV service (e.g., DirecTV, DISH Network)
- ☐ I receive enough programming on over-the-air broadcast stations
- ☐ I rent or buy programs on DVD or Blu-Ray disc to watch on my TV
- ☐ I watch free programming that is delivered through the Internet (e.g., websites of TV shows, YouTube, Vimeo)
- ☐ I subscribe to a program service(s) delivered through the Internet (e.g., Netflix, Hulu Plus, Amazon Prime, Vudu)
- ☐ Don't Know
- ☐ Other (PLEASE INDICATE): _____

26. If you have **NEVER** subscribed to the Comcast cable TV service in Belmont, please indicate the reason(s) from the list provided below.

PLEASE CHECK ALL THAT APPLY:

- ☐ Comcast's cable TV service is not available to my home
- ☐ I'm not interested – I don't watch TV enough to make it worthwhile
- ☐ Comcast has a poor reputation
- ☐ Comcast's cable TV service is too expensive
- ☐ I subscribe to a satellite TV service (e.g., DirecTV, DISH Network)
- ☐ I receive enough programming on over-the-air broadcast stations
- ☐ I rent or buy programs on DVD or Blu-Ray disc to watch on my TV
- ☐ I watch free programming that is delivered through the Internet (e.g., websites of TV shows, YouTube, Vimeo)
- ☐ I subscribe to a program service(s) delivered through the Internet (e.g., Netflix, Hulu Plus, Amazon Prime, Vudu)
- ☐ Don't Know
- ☐ Other (PLEASE INDICATE): _____

COMMUNITY NEEDS & INTERESTS QUESTIONNAIRE

27. The Belmont Media Center ("BMC") delivers a wide variety of local programs and video content produced or sponsored by Belmont residents and local organizations on Comcast channel 9 (Verizon channel 29), the Belmont "Public Access" channel.

BMC also delivers live and recorded coverage of Town and School committee meetings, community forums and events, election coverage, and educational programming on Comcast channel 8 (Verizon channel 28), the Belmont "Government & Educational Access" channel.

Are you aware of these channels and their programming?

☐ Yes ☐ No **IF "NO," SKIP TO QUESTION 36 ON PAGE 5**

28. **IF "YES" TO QUESTION 27** How often do you watch the Belmont Public Access channel 9 (29)?

☐ Daily ☐ At least once / week ☐ 1 - 3 times / month ☐ Less than once / month ☐ Don't Know
☐ Never ☐ Not Applicable To Me / I am not a Comcast or Verizon subscriber in Belmont

IF "NEVER" OR "NOT APPLICABLE TO ME," SKIP TO QUESTION 30, BELOW

29. Indicate your opinion of these statements about the Belmont Public Access channel:

	STRONGLY AGREE	AGREE	DISAGREE	STRONGLY DISAGREE	DON'T KNOW
a. Provides programs that deal with local issues	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Provides programs that publicize local services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Provides programs with diverse points of view	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Provides valuable information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Provides programs that are interesting to watch	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

30. How often do you watch the Belmont Government & Educational Access channel 8 (28)?

☐ Daily ☐ At least once / week ☐ 1 - 3 times / month ☐ Less than once / month ☐ Don't Know
☐ Never ☐ Not Applicable To Me / I am not a Comcast or Verizon subscriber in Belmont

IF "NEVER" OR "NOT APPLICABLE TO ME," SKIP TO QUESTION 32, BELOW

31. Indicate your opinion of these statements about the Belmont Government & Educational Access channel:

	STRONGLY AGREE	AGREE	DISAGREE	STRONGLY DISAGREE	DON'T KNOW
a. Provides worthwhile local government programming.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Provides worthwhile educational programming.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Provides valuable information.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Provides programs that are interesting to watch.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

32. How do you find out about programs that you want to watch the Belmont Public, Government & Educational Access channels? (PLEASE CHECK ALL THAT APPLY.)

☐ BMC's website ☐ Flyers ☐ At events ☐ Newspaper ☐ "Channel Surfing" ☐ Friends ☐ Don't Know
☐ Other: _____ ☐ Not Applicable To Me / I am not a Comcast or Verizon subscriber in Belmont

IF "NOT APPLICABLE TO ME," SKIP TO QUESTION 34, BELOW

33. Disregarding the content of the programs, how would you rate the picture and sound quality of the Belmont Public, Government & Educational Access channels, as compared to other cable channels that you watch?

☐ Better quality ☐ Lower quality ☐ About the same ☐ Don't Know
☐ Not Applicable To Me / I am not a Comcast or Verizon subscriber in Belmont

34. Do you ever watch Belmont Public, Government & Educational Access programs at BMC's website (belmontmedia.org)?

☐ Yes ☐ No ☐ I did not know I could watch programs at the BMC website

COMMUNITY NEEDS & INTERESTS QUESTIONNAIRE

35. Please indicate if you have watched any of the following programs that are shown on the Belmont Public, Government & Educational Access channels -- or the belmontmedia.org website -- and how regularly you have watched them. (If this item is not applicable to you, indicate that by checking "N/A.")

	NEVER	LESS THAN MONTHLY	1 – 3 TIMES PER MONTH	AT LEAST WEEKLY	DON'T KNOW	N/A
a. Board of Selectmen Meetings	_____	_____	_____	_____	_____	_____
b. School Committee Meetings.....	_____	_____	_____	_____	_____	_____
c. Belmont Food Pantry Telethon.....	_____	_____	_____	_____	_____	_____
d. Belmont School Spelling Bee	_____	_____	_____	_____	_____	_____
e. Election Belmont TV Coverage	_____	_____	_____	_____	_____	_____
f. Belmont High School Sports TV Coverage.....	_____	_____	_____	_____	_____	_____
g. Time Out for Sports Talk	_____	_____	_____	_____	_____	_____
h. Office Hours with Will Brownsberger	_____	_____	_____	_____	_____	_____
i. Make Art: Feel Better	_____	_____	_____	_____	_____	_____
j. Belmont Business Report.....	_____	_____	_____	_____	_____	_____
k. Public Science / Contemporary Science Innovations	_____	_____	_____	_____	_____	_____
l. Democracy Now !	_____	_____	_____	_____	_____	_____

36. How much of your current cable bill do you think should be used each month to support the development of local cable channels, programs and services by and for Belmont residents, organizations, schools, and government? (If this item is not applicable to you, indicate that by checking "N/A.")

☐ \$5.00 ☐ \$4.00 ☐ \$3.00 ☐ \$2.00 ☐ \$1.00 ☐ 50 CENTS ☐ Nothing
☐ Other: _____ ☐ Don't Know ☐ Not Applicable To Me / I am not a Comcast or Verizon subscriber in Belmont

IF "NOT APPLICABLE TO ME," SKIP TO QUESTION 38, BELOW

37. For comparison, how much of your current cable bill do you think should be used each month to pay for the following channels? (If this item is not applicable to you, indicate that by checking "N/A.")

	\$5.00	\$4.00	\$3.00	\$2.00	\$1.00	\$0.50	NOTHING	DON'T KNOW	N/A	OTHER:
a. ESPN.....	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
b. Fox News Channel.....	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
c. TNT.....	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
d. MTV.....	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____

38. How important do you think it is to have cable TV channels that feature programs produced by or about local residents, organizations, schools, and government, or about issues of interest to Belmont?

☐ Very Important ☐ Important ☐ Not Very Important ☐ Not Important at All ☐ Don't Know

39. How important do you think it is to have local cable TV channels or content that include programs in languages other than English for Belmont residents?

☐ Very Important ☐ Important ☐ Not Very Important ☐ Not Important at All ☐ Don't Know

40. Do you know that you, or the organizations you are involved with, can produce programs to show on a Belmont Media Center channel and the belmontmedia.org website?

☐ Yes ☐ No

41. Have you ever provided or participated in the production of a program, or appeared as a guest on a program shown on a Belmont Media Center channel and the belmontmedia.org website?

☐ Yes ☐ No ☐ Don't Know **IF "NO" OR "DON'T KNOW," SKIP TO QUESTION 49 ON PAGE 7**

COMMUNITY NEEDS & INTERESTS QUESTIONNAIRE

42. How many Belmont Public Access (and/or Government & Educational Access) programs have you provided, participated in the production of, or appeared on as a guest during the past two years?

☐ More than 10 ☐ 6 - 10 ☐ 1 - 5 ☐ None

43. What was the impact of your program(s) on your organization, collaborators, supporters, and the viewing audience? **PLEASE CHECK ALL THAT APPLY:**

☐ I/We got calls from viewers and supporters for more information
☐ Viewers and supporters got involved in the issue(s) presented in my/our program
☐ Viewers and supporters said they attended an event that was promoted in my/our program
☐ Participants who appeared on my/our program were recognized in public by viewers
☐ No impact that I know of
☐ Other (describe): _____

44. How readily available were the Belmont Media Center production facilities and equipment when you wanted to participate in the production of a program (or material for a program)?

☐ Always ☐ Usually ☐ Sometimes ☐ Rarely ☐ Not Applicable **IF "NOT APPLICABLE," SKIP TO QUESTION 47**

45. How would you describe the typical condition of the Belmont Media Center production facilities and equipment items when you have used them?

☐ Excellent ☐ Good ☐ Fair ☐ Poor ☐ Very Poor ☐ Not Applicable

46. Did the quantity and technical quality of the Belmont Media Center production equipment meet your needs?

☐ Yes ☐ Not Applicable

☐ No **IF "NO," PLEASE INDICATE YOUR EQUIPMENT NEEDS BELOW. CHECK ALL THAT APPLY.**

☐ Camcorders that are easier to use ☐ Camcorders with more advanced capability
☐ High definition equipment ☐ More video editing systems
☐ Laptop computers for video editing (that I can check out from the Belmont Media Center facility)
☐ Portable, multiple-camera systems (that I can check out from the Belmont Media Center facility)
☐ Other (describe): _____

47. How important do you feel it is for the Belmont Public, Government & Educational Access channels to have the ability to transmit video programming live from locations throughout Belmont, including places like a community center, library, school, performance hall, stadium, or sports field?

☐ Very Important ☐ Important ☐ Not Very Important ☐ Not Important at All ☐ Don't Know

48. Please rate the quality of the following services provided by the Belmont Media Center staff:

	EXCELLENT	GOOD	FAIR	POOR	VERY POOR	NOT APPLICABLE
a. Efforts to inform residents about Belmont Media Center equipment, services and programming	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Production and other training services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Assistance in planning the creation of your program(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Assistance in reserving production equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Assistance in the production of your program(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Maintenance of production equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. Advice to help you improve your program(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h. Assistance to help you promote your program(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
i. Playback of your programs on cable TV	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

COMMUNITY NEEDS & INTERESTS QUESTIONNAIRE

49. Please use the space below to provide any comments about the programming and services offered by the Belmont Media Center, and your suggestions to improve those services.

50. How interested are you in the following types of local cable TV programs or services:

	VERY INTERESTED	INTERESTED	NEUTRAL	NOT VERY INTERESTED	NOT AT ALL INTERESTED
a. Community festivals, neighborhood events	_____	_____	_____	_____	_____
b. Local programming channels in high definition	_____	_____	_____	_____	_____
c. Local programs on Comcast's video-on-demand service.....	_____	_____	_____	_____	_____
d. Program schedules for the Belmont Public,..... Government & Educational Access channels on Comcast's on-screen program guide	_____	_____	_____	_____	_____
e. Educational/instructional programs from local schools	_____	_____	_____	_____	_____
f. Environmental programs	_____	_____	_____	_____	_____
g. Ethnic and cultural programs	_____	_____	_____	_____	_____
h. Town government/public agency meetings	_____	_____	_____	_____	_____
i. Town government informational programs	_____	_____	_____	_____	_____
j. Health and fitness programs	_____	_____	_____	_____	_____
k. Informational programs about services and activities	_____	_____	_____	_____	_____
of Belmont organizations and clubs					
l. Inspirational/personal development and learning	_____	_____	_____	_____	_____
programs					
m. <u>Live</u> coverage of local events (sports, concerts, etc.)	_____	_____	_____	_____	_____
n. Local church services and spiritual programs	_____	_____	_____	_____	_____
o. Local news and information	_____	_____	_____	_____	_____
p. Local sports and recreational activities	_____	_____	_____	_____	_____
q. Programs about local history, arts and artists	_____	_____	_____	_____	_____
r. Senior citizen activities and concerns	_____	_____	_____	_____	_____
s. Youth-produced programs	_____	_____	_____	_____	_____
t. Programs in languages other than English	_____	_____	_____	_____	_____
u. Programs produced in other communities near	_____	_____	_____	_____	_____
Belmont					
v. Other (describe):	_____	_____	_____	_____	_____

51. How often do you use the following information sources to find out about the services available and activities that occur in Belmont:

	<u>NEVER</u>	<u>OCCASIONALLY</u>	<u>FREQUENTLY</u>	<u>ALWAYS</u>
a. Social media (e.g., Facebook, Twitter, text messages, email)	_____	_____	_____	_____
b. On-line news sites (e.g., <u>boston.com</u>)	_____	_____	_____	_____
c. Websites of local organizations	_____	_____	_____	_____
d. Belmont's Public, Government & Educational Access channels	_____	_____	_____	_____
e. Flyers and posters placed on bulletin boards, etc.	_____	_____	_____	_____
f. Local newspaper articles and advertisements	_____	_____	_____	_____
g. Local radio station stories and advertisements	_____	_____	_____	_____
h. Local broadcast TV station stories and advertisements	_____	_____	_____	_____
i. Newsletters and other materials via US Mail	_____	_____	_____	_____

COMMUNITY NEEDS & INTERESTS QUESTIONNAIRE

52. Would you like to use or participate in any of the following types of media-related resources or services, if they were offered by the Belmont Media Center in the future?

	<u>YES</u>	<u>NO</u>	<u>MAYBE</u>
a. Free access to computers and the Internet	_____	_____	_____
b. Training in the use of computers and software	_____	_____	_____
c. Training in the use of social media (e.g., Facebook, Twitter, LinkedIn, etc.)	_____	_____	_____
d. Advanced media production training (e.g., documentary production, advanced lighting techniques, how to upload your videos to YouTube, etc.)	_____	_____	_____
e. Citizen journalism (training and involvement in collecting, analyzing and reporting local news and information)	_____	_____	_____
f. Other (describe): _____			

53. Finally, we would appreciate it if you would indicate the following information about yourself, for statistical purposes:

a. Please indicate the grouping that includes your age:

___ Under 25? ___ 25 to 34? ___ 35 to 44? ___ 45 to 54? ___ 55 to 64? ___ 65 or Older?

b. Please indicate your gender:

___ Male ___ Female

c. Please indicate your household's annual income before taxes:

___ Under \$25,000 ___ \$25,000 to \$39,999 ___ \$40,000 to \$59,999
___ \$60,000 to \$99,999 ___ \$100,000 or more

54. Thank you very much for your assistance. You are invited (but not required) to voluntarily provide any of the following information about yourself and the organization(s) with which you are associated:

Name: _____

Organization(s): _____



Address: _____

Telephone: _____ Email: _____


APPENDIX 2

Responses to the Community Needs and Interests Questionnaire



1. You are invited to participate in this survey if you did NOT fill out and return the questionnaire at one of the January 28-29, 2014 cable focus group workshops in Belmont. Did you fill out and return the questionnaire at one of these cable focus group workshops?

		Response Percent	Response Count
Yes, I did fill out and return the questionnaire at a cable focus group workshop		0.3%	1
No, I did not fill out and return the questionnaire (OR: No, I did not attend a cable focus group workshop)		99.7%	311
answered question			312
skipped question			0



2. Please confirm your answer, below:

		Response Percent	Response Count
Yes, I did fill out and return the questionnaire at a cable focus group workshop		0.0%	0
No, I did NOT fill out and return the questionnaire at a cable focus group workshop (OR: No, I did not attend a cable focus group workshop)		100.0%	1
answered question			1
skipped question			311






3. Do you currently subscribe to a cable TV service in Belmont?

		Response Percent	Response Count
Yes		73.1%	228
No		26.9%	84
answered question			312
skipped question			0




4. Which cable TV service provider do you use?

		Response Percent	Response Count
Comcast		33.6%	77
Verizon (FIOS)		66.4%	152
answered question			229
skipped question			83






5. How long have you subscribed to the Comcast CABLE TV service in Belmont?

		Response Percent	Response Count
Less than 1 Year		6.5%	5
1 to 5 Years		27.3%	21
6 to 10 Years		19.5%	15
Over 10 Years		44.2%	34
Don't Know or Don't Remember		2.6%	2
answered question			77
skipped question			235








6. Do you receive Comcast's package of high definition (HD) channels?

		Response Percent	Response Count
Yes		75.0%	57
No		22.4%	17
Don't Know		2.6%	2
answered question			76
skipped question			236






7. How often do you watch Comcast channels that are NOT delivered in HD to your TV?

		Response Percent	Response Count
Often		25.0%	14
Sometimes		33.9%	19
Rarely		21.4%	12
Never		16.1%	9
Don't Know		3.6%	2
answered question			56
skipped question			256




8. Which ONE source of information do you use MOST OFTEN to find information about programming on cable TV channels? PLEASE CHECK ONE OF THESE:

		Response Percent	Response Count
TV Section of Newspaper		4.0%	3
"TV Guide" Magazine		1.3%	1
The Internet		1.3%	1
Comcast's On-Screen Program Guide		64.0%	48
"Channel Surfing"		25.3%	19
Don't Know		1.3%	1
Other (please specify)		2.7%	2
answered question			75
skipped question			237



9. How often do you use Comcast's on-screen program guide to decide what to watch?

		Response Percent	Response Count
Never		10.7%	8
Occasionally		28.0%	21
Frequently		41.3%	31
Always		18.7%	14
Don't Know		1.3%	1
answered question			75
skipped question			237

10. Do you subscribe to Comcast's internet or telephone service? PLEASE CHECK ONE OF THESE:

		Response Percent	Response Count
No		20.5%	15
Yes (Internet and Telephone)		53.4%	39
Yes (Internet)		26.0%	19
Yes (Telephone)		0.0%	0
Don't Know		0.0%	0
answered question			73
skipped question			239




11. Do you subscribe to Comcast's "Streampix" service, which enables you to choose from a library of movies and TV shows to watch on your television, computer, tablet or smartphone?

		Response Percent	Response Count
Yes		13.3%	10
No / Don't Know		86.7%	65
answered question			75
skipped question			237

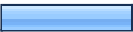


12. Please indicate your level of satisfaction with Comcast's CABLE TV service (NOT telephone or Internet service) in the following areas. (If the item is not applicable to you, indicate that by checking "N/A.")

	VERY GOOD	GOOD	FAIR	POOR	VERY POOR	DON'T KNOW	N/A	Rating Count
Quality of the picture and sound	54.8% (40)	41.1% (30)	2.7% (2)	1.4% (1)	0.0% (0)	0.0% (0)	0.0% (0)	73
Reliability of Comcast's CABLE TV service	45.2% (33)	42.5% (31)	6.8% (5)	4.1% (3)	1.4% (1)	0.0% (0)	0.0% (0)	73
Number and variety of channels offered	32.9% (24)	43.8% (32)	16.4% (12)	6.8% (5)	0.0% (0)	0.0% (0)	0.0% (0)	73
Helpfulness of Comcast's customer service representatives	33.3% (24)	31.9% (23)	11.1% (8)	8.3% (6)	5.6% (4)	2.8% (2)	6.9% (5)	72
The rates charged by Comcast for CABLE TV service	4.1% (3)	15.1% (11)	43.8% (32)	24.7% (18)	11.0% (8)	0.0% (0)	1.4% (1)	73
Ease of getting services installed or changed by Comcast	19.4% (14)	37.5% (27)	13.9% (10)	5.6% (4)	4.2% (3)	6.9% (5)	12.5% (9)	72
Ease of getting problems repaired or resolved by Comcast	22.2% (16)	23.6% (17)	25.0% (18)	8.3% (6)	11.1% (8)	4.2% (3)	5.6% (4)	72
Ability to quickly speak to a customer service representative when you call Comcast	30.6% (22)	27.8% (20)	13.9% (10)	11.1% (8)	5.6% (4)	5.6% (4)	5.6% (4)	72
Ability of Comcast to respond to a service call within the promised time period	23.6% (17)	30.6% (22)	16.7% (12)	2.8% (2)	2.8% (2)	11.1% (8)	12.5% (9)	72
answered question								73
skipped question								239








13. Have you tried to contact Comcast by telephone during the past year?

		Response Percent	Response Count
Yes		68.1%	49
No		26.4%	19
Don't Know		5.6%	4
answered question			72
skipped question			240




14. As a result of your most recent telephone call to Comcast, was your issue resolved using the Comcast automated telephone response system, without talking to a person?

		Response Percent	Response Count
Yes		20.4%	10
No		75.5%	37
Don't Know		4.1%	2
answered question			49
skipped question			263



15. During your most recent telephone call to Comcast, if you waited to speak to a customer service representative, how long would you estimate that you were on hold (or were you never connected)?

		Response Percent	Response Count
Less Than 30 Seconds		10.8%	4
Between 30 Seconds and 1 Minute		16.2%	6
Between 1 - 5 Minutes		37.8%	14
Between 5 - 15 Minutes		10.8%	4
More Than 15 Minutes		8.1%	3
Don't Know or Don't Remember		13.5%	5
Never Connected		2.7%	1
answered question			37
skipped question			275

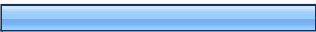
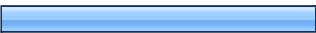
16. Was the person you spoke with able to resolve your issue during that most recent telephone call?

		Response Percent	Response Count
Yes		72.2%	26
No		25.0%	9
Don't Know		2.8%	1
answered question			36
skipped question			276




17. Was that because a service call was necessary?

		Response Percent	Response Count
Yes		22.2%	2
No		77.8%	7
Don't Know		0.0%	0
answered question			9
skipped question			303





18. If you scheduled a service call, was the problem resolved on the first visit by the technician?

		Response Percent	Response Count
Yes		50.0%	1
No		50.0%	1
Don't Know or Don't Remember		0.0%	0
Not Applicable		0.0%	0
answered question			2
skipped question			310




19. Have you gone to a Comcast office during the past year?

		Response Percent	Response Count
Yes		19.4%	14
No		77.8%	56
Don't Know		2.8%	2
answered question			72
skipped question			240





20. For what reason(s) did you go to the Comcast office? PLEASE CHECK ALL THAT APPLY:

		Response Percent	Response Count
Pay bill		0.0%	0
Return/pick up equipment		100.0%	14
Order/change service		7.1%	1
Other (please specify)		0.0%	0
answered question			14
skipped question			298






21. During your last time at the Comcast office, how long did you wait in line before a Comcast representative could help you?

		Response Percent	Response Count
Less than 5 Minutes		57.1%	8
Between 5 - 15 Minutes		28.6%	4
Between 15 - 30 Minutes		14.3%	2
More than 30 Minutes		0.0%	0
Don't Know or Don't Remember		0.0%	0
Left Without Being Helped		0.0%	0
answered question			14
skipped question			298

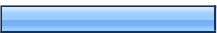




22. During the last time you went to the Comcast office, was Comcast able to resolve your issue?

		Response Percent	Response Count
Yes		71.4%	10
No		14.3%	2
Don't Know or Don't Remember		7.1%	1
Not Applicable		7.1%	1
answered question			14
skipped question			298

23. How important is it to you that Comcast provide an office that is located near your home?

		Response Percent	Response Count
Very Important		23.9%	17
Important		32.4%	23
Not Very Important		31.0%	22
Not Important at All		8.5%	6
Don't Know		4.2%	3
answered question			71
skipped question			241

24. Overall, how satisfied are you with the Comcast CABLE TV service?

		Response Percent	Response Count
Very Satisfied		33.8%	24
Somewhat Satisfied		45.1%	32
Neutral/No Opinion		9.9%	7
Somewhat Dissatisfied		9.9%	7
Very Dissatisfied		1.4%	1
answered question			71
skipped question			241

25. Please provide any comments about your Comcast CABLE TV service in the space below.

**Response
Count**

31

answered question 31


skipped question 281

26. How long have you subscribed to the Verizon (FIOS) cable TV service in Belmont?

**Response
Percent Response
Count**

Less than 1 Year  3.3% 5

1 to 3 Years  21.9% 33














Over 3 Years  **74.2%** **112**

Don't Know/Don't Remember  0.7% 1

answered question 151











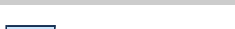
skipped question 161

27. If you previously subscribed to Comcast's cable TV service in Belmont, but no longer do so, please indicate the reason(s) from the list provided below. PLEASE CHECK ALL THAT APPLY:

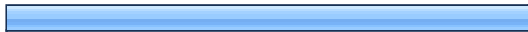
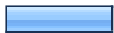
		Response Percent	Response Count
I have never subscribed to Comcast's cable TV service		42.3%	99
I moved to another residence		4.7%	11
Poor picture and/or sound quality from Comcast		6.0%	14
I didn't watch TV enough to make it worthwhile		9.0%	21
Comcast's customer service was poor		10.7%	25
Comcast's cable TV service was too expensive		16.2%	38
I switched to Verizon (FIOS) or a satellite TV service (e.g., DirecTV, DISH Network)		35.9%	84
I receive enough programming on over-the-air broadcast stations		4.3%	10
I rent or buy programs on DVD or Blu-Ray disc to watch on my TV		3.0%	7
I watch free programming that is delivered through the Internet (e.g., websites of TV shows, YouTube, Vimeo)		8.1%	19
I subscribe to a program service(s) delivered through the Internet (e.g., Netflix, Hulu Plus, Amazon Prime, Vudu)		6.8%	16
Don't Know		1.7%	4
Other reason(s):		14.5%	34

answered question	234
skipped question	78








28. If you have NEVER subscribed to the Comcast cable TV service in Belmont, please indicate the reason(s) from the list provided below. PLEASE CHECK ALL THAT APPLY:

		Response Percent	Response Count
Comcast's cable TV service is not available to my home		2.1%	2
I'm not interested – I don't watch TV enough to make it worthwhile		35.1%	33
Comcast has a poor reputation		13.8%	13
Comcast's cable TV service is too expensive		21.3%	20
I subscribe to a satellite TV service (e.g., DirecTV, DISH Network)		3.2%	3
I receive enough programming on over-the-air broadcast stations		24.5%	23
I rent or buy programs on DVD or Blu-Ray disc to watch on my TV		13.8%	13
I watch free programming that is delivered through the Internet (e.g., websites of TV shows, YouTube, Vimeo)		27.7%	26
I subscribe to a program service(s) delivered through the Internet (e.g., Netflix, Hulu Plus, Amazon Prime, Vudu)		24.5%	23
Don't know		7.4%	7
Other reason(s):		36.2%	34
answered question			94
skipped question			218

29. The Belmont Media Center (“BMC”) delivers a wide variety of local programs and video content produced or sponsored by Belmont residents and local organizations on Comcast channel 9 (Verizon channel 29), the Belmont “Public Access” channel. BMC also delivers live and recorded coverage of Town and School committee meetings, community forums and events, election coverage, and educational programming on Comcast channel 8 (Verizon channel 28), the Belmont “Government & Educational Access” channel. Are you aware of these channels and their programming?

		Response Percent	Response Count
Yes		83.6%	250
No		16.4%	49
answered question			299
skipped question			13



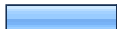
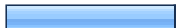



30. How often do you watch the Belmont Public Access channel 9 (29)?

		Response Percent	Response Count
Daily		2.4%	6
At least once / week		11.6%	29
1 - 3 times / month		15.6%	39
Less than once / month		36.4%	91
Don't Know		3.6%	9
Never		14.4%	36
Not Applicable To Me / I am not a Comcast or Verizon subscriber in Belmont		16.0%	40
answered question			250
skipped question			62

31. Indicate your opinion of these statements about the Belmont Public Access channel:

	STRONGLY AGREE	AGREE	DISAGREE	STRONGLY DISAGREE	DON'T KNOW	Rating Count
Provides programs that deal with local issues	46.3% (81)	42.3% (74)	2.9% (5)	2.3% (4)	6.3% (11)	175
Provides programs that publicize local services	28.3% (49)	45.7% (79)	3.5% (6)	2.9% (5)	19.7% (34)	173
Provides programs with diverse points of view	15.6% (27)	38.7% (67)	5.8% (10)	2.9% (5)	37.0% (64)	173
Provides valuable information	30.3% (53)	50.9% (89)	4.6% (8)	2.9% (5)	11.4% (20)	175
Provides programs that are interesting to watch	14.0% (24)	54.4% (93)	10.5% (18)	4.7% (8)	16.4% (28)	171
answered question						175
skipped question						137










32. How often do you watch the Belmont Government & Educational Access channel 8 (28)?

		Response Percent	Response Count
Daily		3.2%	8
At least once / week		12.5%	31
1 - 3 times / month		17.3%	43
Less than once / month		26.6%	66
Don't Know		2.8%	7
Never		20.6%	51
Not Applicable To Me / I am not a Comcast or Verizon subscriber in Belmont		16.9%	42
answered question			248
skipped question			64

33. Indicate your opinion of these statements about the Belmont Government & Educational Access channel:

	STRONGLY AGREE	AGREE	DISAGREE	STRONGLY DISAGREE	DON'T KNOW	Rating Count
Provide worthwhile local government programming	41.8% (64)	45.8% (70)	1.3% (2)	2.6% (4)	8.5% (13)	153
Provides worthwhile educational programming	21.9% (33)	43.7% (66)	3.3% (5)	4.0% (6)	27.2% (41)	151
Provide valuable information	32.7% (50)	50.3% (77)	3.9% (6)	1.3% (2)	11.8% (18)	153
Provide programs that are interesting to watch	18.7% (28)	49.3% (74)	10.7% (16)	4.0% (6)	17.3% (26)	150
answered question						153
skipped question						159

34. How do you find out about programs that you want to watch on the Belmont Public, Government & Educational Access channels? (PLEASE CHECK ALL THAT APPLY.)

		Response Percent	Response Count
Belmont Media Center's website		30.4%	75
Flyers		2.4%	6
At events		16.2%	40
Newspaper		25.5%	63
“Channel Surfing”		40.5%	100
Friends		19.4%	48
Don't Know		5.7%	14
Not Applicable To Me / I am not a Comcast or Verizon subscriber in Belmont		15.0%	37
Other (please specify)		9.7%	24
answered question			247
skipped question			65

35. Disregarding the CONTENT of the programs, how would you rate the PICTURE AND SOUND QUALITY of the Belmont Public, Government & Educational Access channels, as compared to the other cable channels that you watch?

		Response Percent	Response Count
Better quality		3.4%	7
Lower quality		49.0%	100
About the same		25.5%	52
Don't Know		16.7%	34
Not Applicable To Me / I am not a Comcast or Verizon subscriber in Belmont		5.4%	11
answered question			204
skipped question			108











36. Do you ever watch Belmont Public, Government & Educational Access programs at Belmont Media Center's website (belmontmedia.org)?

		Response Percent	Response Count
Yes		38.3%	93
No		35.8%	87
I did not know I could watch Belmont Public, Government & Educational Access programs at Belmont Media Center's website		25.9%	63
answered question			243
skipped question			69











37. Please indicate if you have watched any of the following programs that are shown on the Belmont Public, Government & Educational Access channels -- or the belmontmedia.org website -- and how regularly you have watched them. (If this item is not applicable to you, indicate that by checking “N/A.”)

	NEVER	LESS THAN MONTHLY	1 – 3 TIMES PER MONTH	AT LEAST WEEKLY	DON'T KNOW	N/A	Rating Count
Board of Selectmen Meetings	25.0% (56)	46.9% (105)	17.4% (39)	3.6% (8)	0.4% (1)	6.7% (15)	224
School Committee Meetings	32.4% (73)	47.1% (106)	10.7% (24)	1.3% (3)	1.3% (3)	7.1% (16)	225
Belmont Food Pantry Telethon	69.3% (151)	18.3% (40)	0.9% (2)	0.5% (1)	1.4% (3)	9.6% (21)	218
Belmont School Spelling Bee	57.2% (123)	29.8% (64)	2.8% (6)	0.5% (1)	1.4% (3)	8.4% (18)	215
Election Belmont TV Coverage.	30.6% (68)	51.8% (115)	5.4% (12)	1.4% (3)	1.4% (3)	9.5% (21)	222
Belmont High School Sports TV Coverage	62.1% (133)	21.5% (46)	7.0% (15)	0.5% (1)	0.9% (2)	7.9% (17)	214
Time Out for Sports Talk	72.3% (154)	12.7% (27)	4.2% (9)	0.9% (2)	0.5% (1)	9.4% (20)	213
Office Hours with Will Brownsberger	65.9% (143)	19.4% (42)	5.1% (11)	0.9% (2)	0.9% (2)	7.8% (17)	217
Make Art: Feel Better	73.7% (160)	13.4% (29)	3.2% (7)	0.5% (1)	0.9% (2)	8.3% (18)	217
Belmont Business Report	76.1% (162)	9.4% (20)	2.8% (6)	1.4% (3)	1.4% (3)	8.9% (19)	213
Public Science / Contemporary Science Innovations	71.2% (153)	13.5% (29)	4.7% (10)	1.4% (3)	0.9% (2)	8.4% (18)	215
Democracy Now !	74.5% (158)	9.9% (21)	2.4% (5)	2.4% (5)	1.9% (4)	9.0% (19)	212
answered question							231
skipped question							81










38. How much of your current cable bill do you think should be used each month to support the development of local cable channels, programs and services by and for Belmont residents, organizations, schools, and government?










		Response Percent	Response Count
\$5.00		21.1%	60
\$4.00		1.8%	5
\$3.00		4.6%	13
\$2.00		6.7%	19
\$1.00		4.9%	14
50 CENTS		1.8%	5
Nothing		6.3%	18
Don't Know		29.2%	83
Not Applicable To Me / I am not a Comcast or Verizon subscriber in Belmont		20.4%	58
Other:		3.2%	9
answered question			284
skipped question			28

39. For comparison, how much of your current cable bill do you think should be used each month to pay for the following channels (if you don't know or this item is not applicable to you, just indicate that). ESPN:









		Response Percent	Response Count
\$5.00		7.6%	17
\$4.00		0.4%	1
\$3.00		2.7%	6
\$2.00		4.0%	9
\$1.00		8.5%	19
50 CENTS		5.4%	12
Nothing		26.9%	60
Don't Know		33.2%	74
Not Applicable to Me		9.4%	21
Other:		1.8%	4
answered question			223
skipped question			89

40. Fox News Channel:






		Response Percent	Response Count
\$5.00		4.9%	11
\$4.00		0.0%	0
\$3.00		1.8%	4
\$2.00		2.2%	5
\$1.00		5.4%	12
50 CENTS		4.5%	10
Nothing		51.8%	116
Don't Know		21.9%	49
Not Applicable to Me		7.1%	16
Other:		0.4%	1
answered question			224
skipped question			88

41. TNT:				
			Response Percent	Response Count
	\$5.00		2.7%	6
	\$4.00		0.0%	0
	\$3.00		3.6%	8
	\$2.00		5.0%	11
	\$1.00		10.0%	22
	50 CENTS		6.3%	14
	Nothing		29.4%	65
	Don't Know		33.9%	75
	Not Applicable to Me		7.7%	17
	Other:		1.4%	3
			answered question	221
			skipped question	91




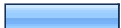

42. MTV:

		Response Percent	Response Count
\$5.00		0.5%	1
\$4.00		0.0%	0
\$3.00		0.0%	0
\$2.00		1.8%	4
\$1.00		4.1%	9
50 CENTS		5.5%	12
Nothing		52.7%	116
Don't Know		25.5%	56
Not Applicable to Me		9.5%	21
Other:		0.5%	1
answered question			220
skipped question			92



43. How important do you think it is to have cable TV channels that feature programs produced by or about local residents, organizations, schools, and government, or about issues of interest to Belmont?

		Response Percent	Response Count
Very Important		46.2%	128
Important		39.0%	108
Not Very Important		11.6%	32
Not Important at All		2.2%	6
Don't Know		1.1%	3
answered question			277
skipped question			35




44. How important do you think it is to have local cable TV channels or content including programs in languages other than English for Belmont residents?

		Response Percent	Response Count
Very Important		11.6%	32
Important		31.9%	88
Not Very Important		27.2%	75
Not Important at All		17.8%	49
Don't Know		11.6%	32
answered question			276
skipped question			36

45. Do you know that you, or the organizations you are involved with, can produce programs to show on a Belmont Media Center channel and the belmontmedia.org website?

		Response Percent	Response Count
Yes		59.7%	166
No		40.3%	112
answered question			278
skipped question			34





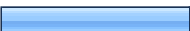

46. Have you ever provided or participated in the production of a program, or appeared as a guest on a program shown on a Belmont Media Center channel and the belmontmedia.org website?

		Response Percent	Response Count
Yes		31.5%	88
No		65.6%	183
Don't Know		2.9%	8
answered question			279
skipped question			33






47. How many Belmont Public Access (and/or Government & Educational Access) programs have you provided, participated in the production of, or appeared on as a guest during the past two years?

		Response Percent	Response Count
More than 10		17.2%	15
6 - 10		9.2%	8
1 - 5		57.5%	50
None		16.1%	14
answered question			87
skipped question			225






48. What was the impact of your program(s) on your organization, collaborators, supporters, and the viewing audience? PLEASE CHECK ALL THAT APPLY:

		Response Percent	Response Count
I/We got requests from viewers and supporters for more information		29.9%	26
Viewers and supporters got involved in the issue(s) presented in my/our program		24.1%	21
Viewers and supporters said they attended an event that was promoted in my/our program		12.6%	11
Participants who appeared on my/our program were recognized in public by viewers		29.9%	26
No impact that I know of		29.9%	26
Other (please describe):		16.1%	14
answered question			87
skipped question			225




49. How readily available were the Belmont Media Center production facilities and equipment when you wanted to participate in the production of a program (or material for a program)?

		Response Percent	Response Count
Always		56.3%	49
Usually		25.3%	22
Sometimes		1.1%	1
Rarely		1.1%	1
Not Applicable		16.1%	14
answered question			87
skipped question			225


50. How would you describe the TYPICAL CONDITION of the Belmont Media Center production facilities and equipment items when you have used them?

		Response Percent	Response Count
Excellent		64.4%	47
Good		28.8%	21
Fair		1.4%	1
Poor		0.0%	0
Very Poor		1.4%	1
Not Applicable		4.1%	3
answered question			73
skipped question			239





51. Did the QUANTITY AND TECHNICAL QUALITY of the Belmont Media Center production equipment meet your needs?

		Response Percent	Response Count
Yes		93.2%	68
No		1.4%	1
Not Applicable		5.5%	4
answered question			73
skipped question			239

52. Please indicate your equipment needs below. (Please check ALL that apply.)

		Response Percent	Response Count
Camcorders that are easier to use		0.0%	0
Camcorders with more advanced capability		0.0%	0
High definition equipment		0.0%	0
More video editing systems		0.0%	0
Laptop computers for video editing (that I can check out from the Belmont Media Center facility)		0.0%	0
Portable, multiple-camera systems (that I can check out from the Belmont Media Center facility)		0.0%	0
Other:		100.0%	1
answered question			1
skipped question			311

53. How important do you feel it is for the Belmont Public, Government & Educational Access channels to have the ability to transmit video programming LIVE from locations throughout Belmont, including places like a community center, library, school, performance hall, stadium, or sports field?

		Response Percent	Response Count
Very Important		60.5%	52
Important		30.2%	26
Not Very Important		8.1%	7
Not Important At All		0.0%	0
Don't Know		1.2%	1
answered question			86
skipped question			226

54. Please rate the quality of the following services provided by the Belmont Media Center staff:

	EXCELLENT	GOOD	FAIR	POOR	VERY POOR	NOT APPLICABLE	Rating Count
Efforts to inform residents about Belmont Media Center equipment, services and programming	34.9% (30)	40.7% (35)	10.5% (9)	1.2% (1)	3.5% (3)	9.3% (8)	86
Production and other training services	34.9% (30)	38.4% (33)	2.3% (2)	1.2% (1)	3.5% (3)	19.8% (17)	86
Assistance in planning the creation of your program(s)	31.4% (27)	30.2% (26)	3.5% (3)	0.0% (0)	3.5% (3)	31.4% (27)	86
Assistance in reserving production equipment	34.1% (29)	25.9% (22)	3.5% (3)	0.0% (0)	2.4% (2)	34.1% (29)	85
Assistance in the production of your program(s)	41.9% (36)	23.3% (20)	4.7% (4)	0.0% (0)	3.5% (3)	26.7% (23)	86
Maintenance of production equipment	33.3% (28)	28.6% (24)	3.6% (3)	0.0% (0)	2.4% (2)	32.1% (27)	84
Advice to help you improve your program(s)	29.1% (25)	29.1% (25)	5.8% (5)	0.0% (0)	3.5% (3)	32.6% (28)	86
Assistance to help you promote your program(s)	22.6% (19)	29.8% (25)	4.8% (4)	3.6% (3)	3.6% (3)	35.7% (30)	84
Playback of your programs on cable TV	32.1% (27)	32.1% (27)	4.8% (4)	0.0% (0)	2.4% (2)	28.6% (24)	84
answered question							86
skipped question							226

55. Please use the space below to provide any comments about the programming and services offered by the Belmont Media Center, and your suggestions to improve the programming and services.

Response
Count

91

answered question 91

skipped question 221

56. How interested are you in the following types of local cable TV programs or services:

	VERY INTERESTED	INTERESTED	NEUTRAL	NOT VERY INTERESTED	NOT AT ALL INTERESTED	Rating Count
Community festivals, neighborhood events	19.8% (52)	33.6% (88)	25.6% (67)	10.3% (27)	10.7% (28)	26
Local programming channels in high definition	16.5% (43)	27.7% (72)	33.5% (87)	9.2% (24)	13.1% (34)	26
Local programs on Comcast's video-on-demand service	12.0% (30)	21.2% (53)	27.2% (68)	12.4% (31)	27.2% (68)	25
Program schedules for the Belmont Public, Government & Educational Access channels on Comcast's on-screen program guide	23.3% (59)	31.6% (80)	22.9% (58)	7.9% (20)	14.2% (36)	25
Educational/instructional programs from local schools	21.0% (54)	42.0% (108)	21.4% (55)	6.2% (16)	9.3% (24)	25
Environmental programs	18.1% (47)	36.3% (94)	28.2% (73)	8.1% (21)	9.3% (24)	25
Ethnic and cultural programs	16.0% (41)	37.5% (96)	24.6% (63)	11.3% (29)	10.5% (27)	25
Town government/public agency meetings	31.2% (81)	40.0% (104)	16.9% (44)	6.9% (18)	5.0% (13)	26
Town government informational programs	28.3% (73)	42.2% (109)	17.1% (44)	7.4% (19)	5.0% (13)	25
Health and fitness programs	13.5% (34)	32.3% (81)	31.5% (79)	11.2% (28)	11.6% (29)	25
Informational programs about services and activities of Belmont organizations and clubs	23.0% (59)	43.6% (112)	17.9% (46)	7.4% (19)	8.2% (21)	25
Inspirational/personal development and learning programs	10.6% (27)	24.3% (62)	32.2% (82)	18.8% (48)	14.1% (36)	25
LIVE coverage of local events (sports, concerts, etc.)	22.9% (60)	37.4% (98)	21.8% (57)	8.4% (22)	9.5% (25)	26
Local church services and spiritual programs	7.8% (20)	13.3% (34)	31.6% (81)	22.3% (57)	25.0% (64)	25

Local news and information	28.2% (74)	46.9% (123)	13.0% (34)	4.6% (12)	7.3% (19)	26
Local sports and recreational activities	16.4% (42)	38.7% (99)	23.0% (59)	10.2% (26)	11.7% (30)	25
Programs about local history, arts and artists	21.8% (56)	42.8% (110)	16.7% (43)	8.6% (22)	10.1% (26)	25
Senior citizen activities and concerns	12.4% (32)	27.5% (71)	31.4% (81)	14.3% (37)	14.3% (37)	25
Youth-produced programs	16.5% (42)	36.5% (93)	27.1% (69)	9.0% (23)	11.0% (28)	25
Programs in languages other than English	7.7% (20)	17.4% (45)	30.1% (78)	18.9% (49)	25.9% (67)	25
Programs produced in other communities near Belmont	7.2% (18)	23.6% (59)	35.2% (88)	16.8% (42)	17.2% (43)	25

Other (describe):

answered question	26
skipped question	4







57. How often do you use the following information sources to find out about the services available and activities that occur in Belmont:

	NEVER	OCCASIONALLY	FREQUENTLY	ALWAYS	Rating Count
Social media (e.g., Facebook, Twitter, text messages, email)	30.8% (80)	29.2% (76)	28.5% (74)	11.5% (30)	260
On-line news sites (e.g., boston.com)	18.6% (49)	32.7% (86)	38.0% (100)	10.6% (28)	263
Websites of local organizations	17.6% (46)	35.6% (93)	37.9% (99)	8.8% (23)	261
Belmont's Public, Government & Educational Access channels	41.5% (107)	43.0% (111)	11.6% (30)	3.9% (10)	258
Flyers and posters placed on bulletin boards, etc.	23.2% (60)	58.3% (151)	17.0% (44)	1.5% (4)	259
Local newspaper articles and advertisements	16.9% (44)	39.8% (104)	35.2% (92)	8.0% (21)	261
Local radio station stories and advertisements	49.2% (128)	35.8% (93)	13.1% (34)	1.9% (5)	260
Local broadcast TV station stories and advertisements	43.1% (112)	38.8% (101)	15.8% (41)	2.3% (6)	260
Newsletters and other materials via US Mail	21.9% (57)	53.1% (138)	21.2% (55)	3.8% (10)	260
answered question					264
skipped question					48



58. Would you like to use or participate in any of the following types of media-related resources or services, if they were offered by the Belmont Media Center in the future?

	YES	NO	MAYBE	Rating Count
Free access to computers and the Internet	21.1% (55)	57.5% (150)	21.5% (56)	261
Training in the use of computers and software	26.9% (70)	53.5% (139)	19.6% (51)	260
Training in the use of social media (e.g., Facebook, Twitter, LinkedIn, etc.)	23.0% (59)	58.0% (149)	19.1% (49)	257
Advanced media production training (e.g., documentary production, advanced lighting techniques, how to upload your videos to YouTube, etc.)	32.7% (86)	41.8% (110)	25.5% (67)	263
Citizen journalism (training and involvement in collecting, analyzing and reporting local news and information)	25.7% (67)	50.2% (131)	24.1% (63)	261
Other (describe):				14
answered question				264
skipped question				48

59. Finally, we would appreciate it if you would indicate the following information about yourself, for statistical purposes: Please indicate the grouping that includes your age:

		Response Percent	Response Count
Under 25?		1.1%	3
25 to 34?		1.9%	5
35 to 44?		12.6%	33
45 to 54?		35.6%	93
55 to 64?		28.4%	74
65 or Older?		20.3%	53
answered question			261
skipped question			51





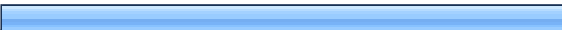


60. Please indicate your gender:

		Response Percent	Response Count
Male		37.0%	97
Female		63.0%	165
answered question			262
skipped question			50

61. Please indicate your household's annual income before taxes:

		Response Percent	Response Count
Under \$25,000?	<input type="checkbox"/>	3.6%	8
\$25,000 to \$39,999?	<input type="checkbox"/>	2.7%	6
\$40,000 to \$59,999?	<input type="checkbox"/>	7.2%	16
\$60,000 to \$99,999?	<input type="checkbox"/>	23.8%	53
\$100,000 or more?	<input type="checkbox"/>	62.8%	140
answered question			223
skipped question			89

62. Thank you very much for your assistance. You are invited (but not required) to voluntarily provide any of the following information about yourself and the organization(s) with which you are associated. [PLEASE NOTE: If you include your NAME AND CONTACT INFORMATION below, your name will be included in a drawing where you'll have a chance to win a great prize! The drawing will be held after the survey closes on Friday, March 7 at 11:59 p.m. Winners will be notified by email or telephone. You must be 18 years of age or older to participate in the drawing.]

		Response Percent	Response Count
Your Name:		97.9%	137
Organization(s):		29.3%	41
		9.3%	13
Address:		88.6%	124
City, Zip Code:		90.0%	126
Email Address:		92.9%	130
Phone Number:		85.0%	119
answered question			140
skipped question			172

APPENDIX 2a

Questionnaire Open-Ended Responses: Comments about Comcast

OPEN-ENDED ANSWERS TO SURVEY QUESTION:

“Please provide any comments about your Comcast cable TV service in the space below.”

POSITIVE/NEUTRAL COMMENTS:

1. For whatever reason we keep having to reboot our internet router that Comcast provided. We've had service persons come to our home, but they won't replace it so I have had to repeatedly unplug the whole thing and reboot and I am not sure why. The TV service is fine, but we'd love to be able to block Fox News from every showing up on our screen....want to keep raising our children on facts instead of fiction.
2. Great customer service.
3. I always watch channel 8 (local government programming). I find information about programming on that station very frustrating. I also find it frustrating when I am expecting to see a regularly scheduled meeting only to find that it is not showing without any scrolling message to indicate why. Very very frustrating
4. I have FIOS in another home and I like Comcast much better for variety of on demand stuff. The rates could be lower, though.
5. I have found the overall service good but object to high rates and am afraid of merger.
6. I like the visuals on the program guide much more than on Verizon's. In fact, I tried V for about a week and could not stand the way it looked. Switched right back to Comcast.net
7. I think cable is very expensive but we had no choice except to sign up in order to watch TV.
8. I think it's a great service. The only problem I still see is the price on the bundle we have but then all other big companies have comparable prices. They all start with very good prices and then slowly creep up. We considered changing to Verizon but after comparing the prices over time we decided it was not worth it and maybe would be even more expensive. The only thing I regret is that Verizon has a monopoly over the 484 and 489 phone numbers so our home (landline) number is 617-932... instead of a regular Belmont number which is 617-484... or 617-489...another reason I find Verizon has a very unpleasant monopoly at least over the phone contracts and I do not like to support their business.
9. quite satisfied with Comcast.. however, as a subscriber with all premium channels and internet.. and one digital and other boxes I find the added cost required for Streampix s excessive.. to watch old network shows ON DEMAND like modern family. I'd like on Demand. wonderful -but more should be available at no cost for those of us already paying premium rates. increase the 'storage' capacity of DVR, Please allow channel 8-government access to be FREE and easily available to Belmont Residents. (I have it-of course, as I am a premium subscriber-but residents should have free and easy access to our town committee meetings (like BOS, Warrant Committee, and Planning Board)
10. Satisfied with Comcast. don't watch much TV. rely on Comcast more for phone and internet. I have internet problems on occasion, but have ALWAYS get better than good service to help. Have never really had TV problems.
11. Service is OK, we use the most limited, basic services, plus Internet and phone, but I think the cost is too high. Also I did not understand the questions about the Comcast program guide. I did not know that such a channel exists or how to find it.

POSITIVE/NEUTRAL COMMENTS (continued):

12. so, I hate that I have to play this game back and forth with Comcast and Verizon about promotional rates and contracts. Wish there would just be a "real" rate. mostly my Comcast service has worked pretty well, and I find the on-demand choices easier to access than when I have Verizon. Wish movie channels weren't yet an additional charge. Please provide better info re local community channel programming
13. The current service seems adequate
14. The service is OK but it is too expensive.
15. The service is very good. Sometimes the resolution is not as good as I have wanted.
16. Very good reception. The installation was quick and efficient. We did lose audio a few times last year but the issue resolved itself.
17. Very satisfied but would like more capacity in 'on demand' ~would like the Streampix to be included.. not an extra charge- especially for those of us already paying for all premium and for internet.. seems excessive to add cost for network on demand shows.

NEGATIVE COMMENTS:

1. Cable service is not available using the basic boxes. I have to use the upgraded box to get service in my basement and attic. Periodically, usually in the morning, the service goes on the fritz on the TV in my bedroom.
2. I hate that we frequently get horribly pixilated pictures. It gets so bad at times that we have to give up on the show we're watching.
3. I think the rates are astronomically high. There is little flexibility in choosing different packages. Service is reliable and picture is good. Customer service varies--great success in solving TV related problems but can be very frustrating especially around computer/internet services.
4. I took time off work to have my cable installed when I moved here and my appt was cancelled at the last minute and I had to wait for another week to pass before I got my install. Not happy about that!
5. I wish I could mix and match channels or at least have the choice of one channel I would have in the package.
6. I wish the quality of movies offered for pay per view was better; not geared so much to 20 year olds.
7. It's time for Cable to offer members to pick and choose. Packages are becoming less useful. being able to pick the lineup, as in "cherry pick" Channels, will greatly increase the likely-hood that Cable Service will remain viable a bit longer. Remember, the Internet and AppleTV are only a click away.
8. It's too expensive @ \$200+ per month.
9. No comment. Well, I think it is outrageously priced.
10. Pricing and bundled offering are issues, value diminishing.
11. The price is way too high. Sign up and you get a package discount for a while. When it expires, prepare for sticker shock. People tell me you have to tell Comcast that you are going to switch to FIOS, then they will give you a better rate. That should never be necessary. Comcast also has a predatory approach to billing. Lets say that you forget to pay your bill one month. It can happen in this busy world. So, now you owe for two months. When you go to their website to pay, the default payment is not for both months, it is only for one. They WANT you to pay that extra charge for being late with your payments. Feh. The last time I went to the Comcast office it was to exchange DVRs. My old one had failed and was unusable. So they gave me a different one. It, too is defective, though mostly usable. I have some recordings on it that I do not want to lose, so I keep on using it. Comcast needs to do better QA on its DVRs. The people behind the counter in the Comcast office are pleasant, but they do not know very much about Comcast's DVRs. On the Comcast website it says that we can attach external hard drives (specific models) to the DVRs in order to increase the storage for recording. The DVR Comcast gave me has the right kind of jack to plug in the hard drive. However when I asked the Comcast person at the office to confirm it would work, they had never heard of the capability. The quality of the service itself is fine. I wish Comcast would not nickel and dime us and charge extra for channels like TCM even though you are already paying for preferred level service. I also wish channels like DIY and Al Jazeera America were available in HD.
12. Too expensive!
13. Too many options for cable TV service, confusing packages, high rates
14. Usually have a cable outage at least once a year, traced to problems not in my home. One cable box needs to be reset about once a week because it freezes. Rates are too high.

APPENDIX 2b

Questionnaire Open-Ended Responses: Comments about Belmont Media Center

OPEN-ENDED ANSWERS TO SURVEY QUESTION:

“Please use the space below to provide any comments about the programming and services offered by the Belmont Media Center, and your suggestions to improve the programming and services.”

POSITIVE/NEUTRAL COMMENTS; SUGGESTIONS:

1. (1) Improve the awareness of the BMC and its services to the community. Many Belmontians do not know of the BMC. (2) BMC could provide Internet and computer services to the community. (3) Maybe BMC could be more visible/communicate on Facebook, since the world statistics are one-in-six are on Facebook, similar (my guess is higher) statistics apply to Belmont.
2. A really important service esp. in covering local meetings and other town government events. I'm a big fan - wish you had more money for better production and more programming!
3. All the programs I have participated in are group events like League of Women Voters' events. So I couldn't answer more specifically about the equipment.
4. Answering these questions made me realize that one of the reasons I don't watch the Belmont channels more is that I do not know what will be on when. Maybe it would be possible to include a monthly printed program guide in with the Belmont Municipal Light bill for a couple of months and see if that is useful to people? (I realize the listings are in the newspaper but the format there is not one that can easily be put by the TV.)
5. As a non-cable person, I only learn of possible programming from the Belmont Media newsletter (am on their list) or by going to their website. There are a lot of times that I think I would have enjoyed watching the tapes of Belmont meetings and events but I often don't think of seeking them out until it is too late...and the news has already been reported or I am distracted by other newer subjects. The times that I've been on to the website looking for tapes I've had some clunky experiences but I think that was due to my own internet speed...we have taken some steps to improve that and I hope to watch more taped offerings.
6. Because I subscribe to satellite, I rely on the BMC web site to view local programming. Thus I am very interested to have state of the art and on-demand viewing. So far the current site has served my needs, but I think it is important to make sure this remains state of the art. I am personally most interested in performing and visual arts.
7. Better image and better production quality for the programs produced in the studio would help I think to better promote them.
8. BMC does a great job AFAIC. I have learned everything I know about video production from classes, staffing productions, and asking questions. I regret not have taken more advantage of this fabulous resource.
9. Both the programming and services of BMC are positive and vital for the Belmont community. They are the best public access station of any town in the area or that I have viewed elsewhere. The quality of education provided by BMC beat any media training I have attained for adult education programs. The staff are brilliant and friendly. It is a great community and excellent service.

POSITIVE/NEUTRAL COMMENTS; SUGGESTIONS (continued):

10. During the few times that I've been involved with the staff regarding taping an event, they have been helpful and realistic, and have offered good suggestions. Over the long haul, I'd love to see a major on-going program developed around issues of sustainability, climate change and environmentally responsible steps we can take in Belmont. To pull this off, we'd need to form of some kind of steering group, and I've just been lazy (I tell myself I'm so busy just now) that I haven't taken the time to pursue it. But I think such a project might be very interesting -- everything from discussions about the practicality of recycling to storm water management to showing films about climate change, energy, etc. I'd probably involve my friends in Sustainable Belmont with this, and perhaps others, too -- the Energy Committee, etc. Having said that, I know the ball lies in my court to move this forward. One of the challenges that we would face would be having a crew trained to operate the equipment. One of my long-term worries for the Media Center is what happens to the Center's productivity if Paul were to get sick or otherwise be unable to do as much as he does. He is making a huge contribution to the Town by being behind the camera so much. He deserves a lot of credit for doing this and I wish we could find a way to celebrate him and his devoted work. ~ Jennifer Page
11. Good for covering Town Meeting, election results, candidates for public office, school sports for parents of high school children who cannot attend events. No suggestions as I do not watch enough programming to have an opinion.
12. Good to be reminded of internet access to the media center.
13. have never used
14. How to post notices or community announcements is buried in the website AND it's not set up to submit electronically -- it should be in a format that one can send via email or upload to the website or a drop box. Formatting guidelines should be explicit, electronically submitted (at least as an option) and prominent on the homepage if BMC is to serve as community calendar, that would be a reasonable space to have the submission link next to.
15. I actually ENJOY viewing Arlington community channel - have some interesting programming. Can Belmont do something comparable, please?
16. I do appreciate the Belmont Media Center's efforts. I do watch Town Meeting, Selectmen's or School Committee meetings. That is about it. Perhaps an election result. Often the sound is poor and it is hard to hear. And the camera is far away or does not go to the speaker or something like that. I know it is a basic channel and you have to rely on volunteers. So I appreciate it. But you need the feedback. Thank you.
17. I don't have much time to watch TV, but what I have seen was because I was interested and I enjoyed it. Maybe better publicity in the newspaper about the programs could encourage people both to create programs and to watch.
18. I have DirecTV and would like to see it made available for me to watch. I have 3 kids with 2 boys in football and would've loved to have been able to see their games on the Belmont channel.
19. I have made little use of Belmont Media Center offerings, so I believe I am not a good judge of its programming and usefulness. I tend to rely more on newspapers or online sources than TV for news/local updates. On a gut level, however, I suspect the Belmont Media Center is vital to Belmont and deserves far more appreciation than I have given it.
20. I have never subscribed to cable TV and have never watched programming from the Belmont Media Center. I support the Center in theory, but will not pay for cable TV just to watch.

POSITIVE/NEUTRAL COMMENTS; SUGGESTIONS (continued):

21. I have none at this time.
22. I have noted the improvement in the quality of production, in the quality of the programming, though to be quite honest (and that is what you are seeking), people who are on these shows need instruction in the 'presentation of self' on screen, rehearsing their programs and then reviewing them PRIOR to live broadcasts.
23. I have seen advertisements for youth education and opportunities for youth to learn about film-making at the Belmont Media Center, which I think is great. I strongly encourage this kind of education.
24. I have seen some programming material from the Belmont Media Center online. However I wasn't aware they had TV channels until the focus group. It seems they produce a lot more content than I was aware of. Still, I'd prefer to watch local video programming via the Internet rather than via TV. We don't watch a lot of TV in our house, mostly it's just for the kids. What we do watch is usually not real-time (we use Tivo). Internet service is very important to us. I anticipate dropping cable TV in the next six months and switching to mostly Internet-delivered programming (probably Hulu) with an antenna to pick up a few stations over-the-air just in case we need real-time news programming and so forth. It wasn't clear how to answer some of the survey questions. For example, I like that the Belmont Media Center exists and I intend to seek out their content more often, but it is not important to me that they have TV channels per se, as opposed to just a web site.
25. I have seen the website for Belmont Media Center and saw some Belmont High School football games, but was very disappointed that the Marching Band Halftime Show was not filmed!! I would love to see the BHS Band on this website to view, and would even volunteer my time to help film, edit or other if needed. I have two children that play music, my oldest is on the Marching Band, and my younger will be. Please let me know if we can make this happen next year? Thank you, Mike Smith 17 Davis Road PH#: 617.489.3187
26. I have used Belmont Media Center for posting of events only. You did not ask what services I used and therefore I think my responses may seem a bit quirky. Belmont Media Center has always been wonderfully accessible for posting notices of upcoming events. I have not inquired about programming other events and know little about how to go about that. As a small business owner, I never considered Belmont Media Center as a marketing tool and think if you are reaching out to small businesses about this service, that its not reaching my line of work. In general, I think its really tough getting working folk to tune into Belmont related matters. Even those who have signed up for Town Meeting tend to espouse so little time for the key issues. With this in mind, several of us have discussed the need to streamline Town Meeting information: just too much information for each of us to be completely educated on before TM. Our thought is to bringing TMMs together in a study group type atmosphere with each Member following the one subject that resonates most with them and reporting into the larger group with updates, action items, etc. I think this could be accomplished very well through Belmont Media Center. I'd have to think about how a recording of certain meeting would effect thought development but in general I feel the idea would benefit all of Belmont and enhance Town Meeting. Regarding cable service in general, I am shocked every month by how expensive these services are. I am most interested in tuning into MSNBC, a paid cable channel. This is where I get my news and I'm willing to pay to have access. With kids in college and Belmont's overall cost of living, I think its obscene how expensive this is and feel that the lack of competition is what keeps these costs so high. Is there any way for Belmont Media to negotiate rates for non public service? In the end, we wished we could have stayed with Comcast's service but the email issues won out.

POSITIVE/NEUTRAL COMMENTS; SUGGESTIONS (continued):

27. I just found out that the BMC tapes the parent education presentations for the Belmont Special Education Advisory Committee--what a great service! I have only become aware that many of the BMC's programs are on the web site and will check it out. This survey was confusing. I am a Verizon subscriber but for phone and broadband. So does this mean that I am a subscriber or not a subscriber for the purposes of this survey?
28. I like the ability to review old meetings selectman and probably town meetings.
29. I mainly view meetings of the Selectmen, Planning Board and Town Meeting via the internet. It would be very helpful if those programs were indexed for content - e.g. by posting the meeting agenda on the BMC website next to the meeting video (at a minimum), or by indicating when discussion of each item on the agenda begins (e.g. at 34 minutes 27 seconds). If subjects could be indexed that would be even better. For example if I would like to review all the Planning Board discussions on rezoning the General Residence districts which meetings should I watch, and at what time in each meeting does the discussion of that topic begin and end? Perhaps the person taking notes for the relevant committee could provide BMC with that information.
30. I realize that there is a tension between my believing the services you offer are very important and my not having availed myself of them. I will be looking in to watching Belmont programming in the near future.
31. I support it only if it is of educational/ sports value.
32. I think a lot of people don't know about the resources that Belmont Media Center offers. I would like to see more programming showing children in elementary school as that is the age of my children.
33. I think Belmont should supply affordable fast Internet access. I hate having only Verizon and Comcast to choose from.
34. I think coverage of the Warrant Committee meetings is very important for the Town to be able to watch.
35. I think if I had more time, I would view more local programs. Our family is not big on TC, and we're usually just too busy doing stuff.
36. I think it would be very beneficial to the community if there was a producer position at BMC. I've talked with many people from Belmont who have an idea for a show but are too intimidated by the process to do proceed. I think that if there was a staff producer they could bring their show ideas to there would be many more people from the community using the facilities and creating media. Having an experienced producer who could help develop ideas, schedule shoots and oversee production would be an invaluable asset.
37. I think that the staff is wonderful. I've learned a great deal and been able to participate in several different projects. Thank you BMC!
38. I think the media center is doing a good and important job in letting residents know of the many and important events in the town and also providing some entertainment.
39. I think there need to be more programs that take place outside the studio. And, more programs in the community that don't use the tripod. It's too static.
40. I think they are always working on improvements.
41. I truly don't know enough about this and will have to check it out.

POSITIVE/NEUTRAL COMMENTS; SUGGESTIONS (continued):

42. I wish that we use the BMC to increase our sense of community and fully develop the website for content and as a community news site. Our community is increasingly broken down into chunks that make it impossible to function as a community and to really say and believe we are a community. We have no local paper, therefore important news which impacts our citizens does not reach them. Information online is buried under a glut of misleading content (aka viral shares and I can provide solid data on that fact). Most people do not realize they can get free TV over the air, and so we should also increase the knowledge of the free TV channels available to capture from the airwaves and to seek out and encourage TV antenna business offerings and information. We can also seek out these business for income via their advertising revenue for ad placement on the BMC outlets. Provided this does not violate the franchise and community media center by contract language in the franchise because something is terribly wrong if it turns out to be a case we cannot be a community outlet by route of franchise (monopolistic) contracts.
43. I would like French, Italian and German language channels offered free of charge on all cable packages.
44. I would like to find out more...have driven by the Cable station, but never stopped in.
45. I would love anything that moves us closer to a la carte cable services. The only cable channels we really want are the ESPN channels. But we cannot afford the full package required to receive them.
46. I would love to have access to local programming, but without subscribing to the commercial stations. I know that I can watch many local programs on my computer, but it would be helpful to have them on TV so I can watch in the kitchen while I am standing/working. To watch on the computer I need to take the time to just sit (no multi-tasking!!).
47. I'd love more editing classes, preferably ones that are OS agnostic. I'm a PC user, and all the classes I've seen rely on having a Mac.
48. If you were on the HD side of the channels, I would have the opportunity to see more of what is produced... Probably would be nice if there was a Middle School and High School Club for it...let the kids produce something related to the studies...or other ideas.... Maybe nice if they taped class room lectures...Some one may enjoy listening to the back and forth of a history class etc...
49. I'm so glad you put community programs on the internet. I've had mixed success seeing complete programs, e.g., Stephen Puleo at the One Book One Belmont presentation after the fact. My neighbor wished that more programming is filmed outdoors.
50. It seems that this service would appeal to a very small segment of the population. I watch selectmen and school committee meetings sometimes but nothing beyond that. Even those meetings can probably be archived on the town website and accessed at the leisure of the viewer.
51. It's an important service, but I don't watch TV much.

POSITIVE/NEUTRAL COMMENTS; SUGGESTIONS (continued):

52. Like many residents we depend on the wonderful work by the dedicated team at Belmont Media Center. This includes the important LIVE broadcasting of our Board of Selectmen Meetings, our Warrant Committee Meetings and Planning Board Meetings. We depend on the outstanding work of the entire team: including Julie DeStefano-who does everything from programming, helping to edit, produce to camera work; Paul Carey and Jeremy Meserve, -who do so much more than the amazing 'set up'; microphones; camera, sound work and more- and the team at the center - Jeff Hansell and Adam, and EJ that support us. (I may have left off names- but those are the names I know.) Belmont may be a little different from other communities in that are particularly involved in government and our widespread interest in these meeting so that we are well informed. I sometimes go in person, but I always watch, either on TV or on my pc. I have some suggestions-really just refinements, as I feel the work is already outstanding: ~ consider a screen- prior to viewing a meeting-or immediately at end- or anytime.. with more marketing of our viewing options: sort of: Did you know? or did you miss the BOS meeting? - you can watch BOS (or Warrant Committee) etc. On your pc.. by logging onto: "....." I know some residents don't know they can 'easily' watch. or-' this meeting will be aired again on Weds. at 1:00 and again on Friday. at X , . etc. in other words.. do more on screen promotion of when to catch meetings. (people sometimes are surfing.. click into a BOS meeting- but missed the beginning-.) ~ My suggestion may need to go to Board of Selectmen- not Belmont Media- but some of us would like to see more committee meetings televised. e.g., CPA; Capital Budget; even though they do not meet with the same regularity of BOS and Warrant. ~sometimes- because the committee members are late arriving- of course, Belmont Media can not begin the telecast for those of us at home. Nothing Belmont Media can control... but perhaps.. consider a 'standard' message scroll across bottom or top.. " meeting will begin shortly- waiting for meeting to start' (so people know it is not a 'technical problem') ~thank you for leaving the meeting on-with the 'message' ' Executive Session' - which communicates with viewers the information that they will return. ~similarly- with the important Warrant Committee meetings at the Chenery School- if there are 'technical problems' and the meeting is not airing.. please consider a scroll- "technical problems-not sure if they can be resolved" This would allow those residents who need to watch the discussion of-perhaps the school budget or the CPA funds, or whatever- to understand they need to GO TO the Meeting and not wait for the telecast. Thank you to our Belmont Media Center for providing outstanding coverage of our town committee meetings and for their responsiveness to taping and airing meetings upon request. They are dedicated and professional and a wonderful and important asset to our community. (Thank you for taping the widely watched -Town Meetings and League of Women Voters' Candidate Night as well as Warrant Briefing to Town Meeting Members.)
53. Local television is important. I have in the past looked for footage of local events such as town day or the tree lighting to see if anyone I know made it on to TV. It's important for local pride!
54. Love Make Art....Feel Better!
55. make them relevant to the community; involve more locals; make them regular
56. More in-depth coverage of issues (Town finances, school needs, etc.) of significance rather than just live coverage of meetings. Need more CONTEXT/background to understand what's going on!
57. Most local media centers for local communities in the country should learn from the Belmont Media Center's example, so that they can get the recognition they deserve. Other than that, I had nothing to add.
58. My church submits recording of the Sunday services. I think this is important.
59. My son has participated in the vacation programs "Movie In a Day" and has enjoyed them immensely. I would love to see more programming for children. Thanks1

POSITIVE/NEUTRAL COMMENTS; SUGGESTIONS (continued):

60. My suggestion is to not put too much work into availability over cable TV and rather focus the money on streaming delivery over the internet. I do not think live TV is a technology with a lot of future. I am in favor of funding local media content creation.
61. offer courses for HS, adult ed or sr. center in film production, etc
62. One reason I think it is important to cover some programs "live" is because people know when a meeting is scheduled and may prefer to stay home to watch it -- vs. trying to watch it at a later date/time.
63. One reason we probably don't watch as many shows that are local is that they don't appear in the guide-- it mostly just says "local programming" which does not indicate anything about content and encourage viewership. The cable companies should agree to include names of programs with content info like it does for network programming. That may increase viewership.
64. Please see my earlier comments about why I'm not a cable/satellite subscriber. Through this survey, I'm glad to have learned that some programs are available for viewing on belmontmedia.org. I think that it is important to learn what is going on in our community. Thanks.
65. Recently watched the Food Pantry Telethon and was impressed with the activities throughout, entertainment and updates and information....well done!
66. Since 2009 Phil Rossoni and I worked many hours in the editing rooms at BMC, where we always received gracious, competent help from the staff, especially E.J. Johnson and Julie and more recently, Adam. Courses have been great And have benefited me enormously. Phil and I struggled for months trying to edit three of my videos for our virgin production of "Becoming Citizen Scientists," all of which had amateur videographers filming at the Belmont area venues. \$ of mine were not so available...In fact, Jeff and staff generously hosted a preview party for our "2nd Annual Karplab Tour" in 2010. Alas, due to the increase in my paid freelance work for Mrs. Nic's Academia (Science Fun), Phil and I could not afford to bring this production to fruition...i.e., no broadcast. So...A potential STEM education series was shelved. Fortunately I was able to renew my work with BMC for a current project, for which I hired a fantastic videographer at my own expense. What a wizard of all aspects of production he has been ---- beyond my wildest dreams...and I am wild! With the wonderful cooperation of BMC, we used Studio A on August 1, 2013 for a live taping of "Inventing a Pop-Fly Catapult" with a cast of 11 Belmont and Arlington children. Finally I have a malleable, magnificently edited 25:24 minute production that I will be proud to offer for broadcast. Today, Jay and I even put together a 2.5 minute excerpt (lots of editing skill and time) that I will submit to a nationwide PBS contest called Digital Innovator, under the auspices of their new and improved resource called. www.learningmedia.org. How exciting this is for my hundreds of students and some teachers and parents in the Greater Boston area to see local cable media opportunities for themselves. Moreover, my experience being videoed for 2.5 hours with older students by WGBH for the Math Innovation series has increased my exposure and media experience. I will be contacting Jeff Hansell to discuss next steps. Such a great, dependable staff and volunteer producers you have! Cheers, Christina (aka Mrs. Nic)
67. Someone I know went to a summer camp they offer (making movies) and really enjoyed it there.
68. Sounds like BMC is the best kept secret around!
69. The Belmont Media staff has always been most accommodating. They have filled requests for coverage of various programs. They are always friendly and accessible when needed to cover news events and programs.
70. The BMC staff were very helpful in the projects I was involved in.

POSITIVE/NEUTRAL COMMENTS; SUGGESTIONS (continued):

71. The channels and content need to be on the TV Guide to make it easier to see what is on and when. Also will allow for more use of a DVR in a timely way.
72. The impact of having BMC televises meetings of BOS, SC, PB, etc is far larger than a count of the numbers watching will show. Live video establishes accountability and transparency in a way that is very important for good town government. The fact that there is an audience changes public discourse for the better
73. The media center is critical to Belmont and it's citizens. I did a food pantry telethon and still run into people at the grocery who tell me they are buying extra food to donate to those in need. We brought the police, the fire, the selectmen...so many folks on to show that as a town we progress forward together as a team. This is healthy for a community. We also show our meetings that make very important decisions regarding how our town and schools are run so people understand what their tax dollars are invested in. Is it necessary? It's more than necessary....IT'S CRITICAL and our citizens need to be heard regardless of their opinion so that we can work together to create solutions instead of bury our heads in the sand.
74. The only time I watched a program was as a reporter covering a meeting that I was not able to attend. In that instance, it was very convenient to watch the meeting online. Otherwise, I watch very little TV at all. I have 2 shows that I follow and don't watch otherwise. In general, if I am interested in a local event I will try and go to that event rather than seek it out on TV.
75. The studio is always willing to find coverage for organization and events. More education and availability for the students in the schools would enable them to cover more school events. We are fortunate to have such a friendly media center.
76. This survey seems heavily focused on traditional television programming, rather than recognizing that a cable provider is a telecommunications service providing telephone and internet access in addition to legacy television programming.
77. Turn off the television. It is a dinosaur. The age 18-25 population doesn't watch television any more. Out it all on the internet, YouTube, Vimeo. Don't invest another dollar in television it is already obsolete.
78. Very important for the community. Keep up the great work.
79. We do not have cable service because we do not watch enough TV to justify the cost. However, I do regret that I cannot watch some local Belmont programs (school events and meetings, etc) - but do not regret enough to pay for cable TV. I just learned from this survey that many of these programs can be viewed from the bemontmedia.org website, and I am excited to explore that possibility.
80. We moved to Belmont in July. Previously in Cambridge we watched CCTV on occasion to catch local events. I didn't realize there was a Belmont local channel. Just completing this survey made me aware of it. Will probably check it out. We did not have anything but basic cable previously and used Comcast. The house we purchased in Belmont had been using Verizon Fios and we had heard good things about the internet speed. Our Comcast internet speed in Cambridge was very poor. We were happy to give Verizon a try.
81. We need more editing classes, and more frequent camera training classes,
82. While currently I do not view Belmont Cable much, I think the Belmont Media Center is a valuable element of our community. It's niche is Belmont, so being the voice of, and for our citizens, is a good thing. I would use/be involved in video that is more educational. I like the idea of the science channel and would also like to see the creation of documentaries and/or learner-oriented, engaging programs.

POSITIVE/NEUTRAL COMMENTS; SUGGESTIONS (continued):

83. Would like channel 8 to show guide (weekly update) again and to do so at least once an hour. The newspaper is often outdated (today, 3/7 being a perfect example of a live meeting being shown but not in the newspaper). It is terribly inconvenient to have to buy a newspaper to get the weekly guide. It used to be on channel 8 often, but in the last few months I cannot find it. consideration should be given to show more reruns of government meetings and less of the canned, non-Belmont programs. You might consider some live broadcasts or alerts during weather events and other emergencies. For example, this year there was a parking ban until 10 am, but it clearly was lifted early as all parking lots were filled. The ban caused many businesses to not open until noon, and residents (including myself) to walk to meetings or to do business when clearly parking was possible). obviously this requires input from officials who might be busy at the time, but sometimes it would be possible. Also, while channel 8 does a good job of putting a "crawl" on the top of the screen for a snow emergency, on many TV's this is too close tot he edge to be seen, even to guess at what is said.
84. Would like to see shows that are by people of Belmont, teens, seniors, etc.
85. you offer excellent educational programs covering aspects of broadcast and production

NEGATIVE COMMENTS:

1. As previously stated, I rely on channel 8 to watch various government meetings (e.g., selectman, warrant committee, planning board, etc). It is extremely frustrating to not see a programming schedule that scrolls or information as to why a particular meeting regularly scheduled is not being shown. Many times I am very disappointed and frustrated that I am not able to view the Selectman's meeting live without knowing why it isn't being shown.
2. Belmont media is run by a small clique of like minded people who will never allow opposing views to be heard. they know out and they want to. keep it that way.
3. Sound quality is so poor. I often watch town government meetings (Planning Board, Selectmen, etc) and can't hear the speakers. School concerts are even worse. The BMC used to be in the high school building. I'm assuming it was moved because of space issues, but I think there should absolutely be a satellite center if the high school ever gets rebuilt.
4. The Sound Quality for coverage of programs on Ch.28 is absolutely disgraceful...it consistently appears that there is no one in charge of producing even minimal quality for the audio portions of meetings such as the Board of Selectmen, Planning Board etc. speakers from the audience too often do not use the microphone and a TV listener has no idea what the audience speaker is saying. The Belmont Media Center has failed to monitor this chronic problem. Public Television Media in Arlington and Waltham do not have this kind of a problem. Surely, Belmont can do a significantly better job if the BMC made a commitment to do it, otherwise, they are providing a disservice to their listeners.
5. There seems to be a real sense to just have people "go away" despite good ideas and good people, like myself, experienced and talented they want nothing to do with anyone who may need assistance. Jeff will dismiss any idea and if you do get to do anything there is no one who will help you with either filming, editing, programming, web site. He cannot provide any crew or any help and appears to not want to help. His staff seems to follow his lead, except Jeremy. There is no reason the programming needs to be so boring. Ideas are not welcomed!
6. Use streaming video on youtube. It is free. why another channel - it will just be one more out of the hundreds on cable TV, that all consumers will be compelled to pay for but will never really tune into (except for a few diehard followers).

APPENDIX 3

Notes from Focus Group Brainstorming Sessions

BRAINSTORMING NOTES – BELMONT, MASSACHUSETTS
January 28-29, 2014

Question 1 -- What are the Key Local Issues Facing Local Community Organizations, Belmont Town Government, Belmont Schools, You, and Your Neighbors in the Next Ten Years?

Focus Group 1: Local Government -- Administration, Department Heads, Staff, and Elected Officials (January 28)

- Cable attachments on many poles are a mess
- Lack of traffic information
- Lack of town-wide wi-fi coverage
- Needs of school facilities
- Open access to communications
- Comcast record is poor on net neutrality
- Town needs revenue
- High definition needed for all channels
- Need for internet in low income homes
- Need new library
- Need tech support for educational programs at library
- Economic development
- New police station
- Cellular 9-1-1 calls are a problem
- Emergency information distribution problems
- Local cable channels not on the interactive program guide
- Lack of information on power outages in Belmont
- Lack of information about seniors (who need to be identified during power outages and bad weather)
- Parental involvement is falling off

Focus Group 2: Arts, Cultural, Media, and Heritage Organizations -- Staff, Boards, Volunteers, and Patrons (January 28)

- New Cushing Square apartment complex
- Schools need expansion
- Traffic congestion
- More public transportation
- Library
- Lack of funding for infrastructure improvements
- Town residents need communication technologies
- Improve education through technology
- Important school courses not offered due to budget cuts
- "Too many banks?" vs. "Banks make good neighbors"
- Funding losses for the arts
- High school auditorium needs upgrade -- potential for income generating options
- Kendall Center for the Arts theatre burned down -- loss of arts location
- BMC is center for fostering open forum communications

Focus Group 2: Arts, Cultural, Media, and Heritage Organizations -- Staff, Boards, Volunteers, and Patrons (continued)

- High school media classes
- Residents not welcomed to build opportunities at high school
- Lack of volunteers
- Global communications are difficult in Belmont
- Pollution pond in front of high school
- Preservation of open spaces
- Aging population's need for services and support
- How to build community among new arrivals
- How do we manage growth to not lose sense of Belmont
- Needed, but poorly managed "Services Exchange"

Focus Group 3: Pre-K-12 and Post-Secondary Education -- Teachers, Administrators, Staff, Parents and Students (January 29)

- School overcrowding
- Child safety
- Community Path -- property to run bike path through Belmont, Cambridge, etc.
- Roads and sidewalk repairs
- Cushing Square development
- Capital budget for libraries, swimming pool, schools
- Library needs to collaborate with BMC
- Curriculum and financing issues for high school
- Belmont newspaper is shrinking/changing -- what are on-line solutions?
- Belmont (on-line) exchange -- news, information, loans/swaps/announcements
- New superintendent
- New playground project
- Decisions in future regarding curriculum as consequence to assessments of schools
- Technology expansion to meet school system standards and needs
- Increased school enrollment
- ESL issues -- students and parents
- Transient community concerns
- Shift in rental types and resident pool
- Neighborhood stability
- "Aging in place" is a key issue for senior population
- No follow-up/outcome after public meetings (e.g., parks and swimming pool hearings)

Focus Group 4: Community, Non-Profit, Civic, and Faith-Based Groups and Organizations -- Staff, Boards, Volunteers, and Clients (January 29)

- Preservation of historic homes
- Infrastructure concerns (e.g., bad condition of sidewalks and streets)
- Belmont Community Path
- Strategic planning
- Developer buildings (rentals, condos)
- Construction issues
- Poor quality building
- Affordable housing

Focus Group 4: Community, Non-Profit, Civic, and Faith-Based Groups and Organizations --
Staff, Boards, Volunteers, and Clients (continued)

- Population growth
- Transportation (e.g., inadequate bus service)
- Lack of transportation within Belmont
- Revitalization needs more attention
- Facility maintenance needed for public buildings
- School overcrowding
- Problems due to “condo-ization”
- Aging population issues (more services needed, ability to pay taxes, long term residents vs. newcomers with more money)
- High property taxes, no commercial backbone
- Library needs
- Pollution at “Clay Pit” pond is bad for Belmont High School
- Threat of accreditation loss at high school if not brought up to standards
- Commercial development vs. historical flavor and heritage
- Town reticence to do things to raise money (e.g., soda pop issue)
- Environmental issues (open space, climate change, Planning Board’s agenda, Town resources dedicated to this)
- Sloppy cable installations

Question 2 -- What Makes it Difficult for Community Organizations, Town Government Departments, or Schools to Effectively Communicate Information to Their Constituencies and the Residents of Belmont?

Focus Group 1: Local Government -- Administration, Department Heads, Staff, and Elected Officials (January 28)

- Digital divide, especially for seniors
- Emergency alerts go out to landline phones only -- must also reach cell phones
- Comcast raises rates and cuts channels
- Inadequate information for local channels on interactive program guide
- Not having access to internet
- No universal coverage -- not all residents subscribe to cable
- Lack of resources to facilitate creation of community messages
- Lack of fully merged list of contacts
- No centralized place for organization information
- No demographic sorting of information
- Information overload can be counter-productive
- Need to get youth involved in community activities
- Creating messages that will reach youth
- "No call list" frustration
- Lack of understanding of BMC access availability
- Lack of equipment in schools
- Lessening of parental involvement in schools
- Royalty costs for some school productions
- Lack of resources to address program needs

Focus Group 2: Arts, Cultural, Media, and Heritage Organizations -- Staff, Boards, Volunteers, and Patrons (January 28)

- Students need communications training
- Lack of equipment at high school
- Lack of volunteers
- Lack of interest by students to get involved in productions
- Information overload
- Not knowing how to create and package content
- People are too busy, have too much to do, don't have time available to participate
- People don't know what's on the BMC channels
- People don't know about the BMC resources -- need to get more information out to local organizations
- Training and learning production skills requires time
- Lack of awareness of how much BMC does
- Volunteer-challenged
- Lack of resources led to cancellation of film festival, for example

Focus Group 3: Pre-K-12 and Post-Secondary Education -- Teachers, Administrators, Staff, Parents and Students (January 29)

- 15-20% of families do not have internet
- language barriers
- Transient community (Harvard-MIT rental availability, turnover of rental units)
- Large variety of ways how people receive information
- Matching the methods of delivering information to the ways that people get information
- Lack of understanding of how to use information technologies
- No centralized source of local information
- Information overload
- No identifiable way to retrieve information
- Expectations people have for getting information on a timely basis
- Sound quality very poor on school play/concert coverage
- Not enough programs available

Focus Group 4: Community, Non-Profit, Civic, and Faith-Based Groups and Organizations -- Staff, Boards, Volunteers, and Clients (January 29)

- Technological literacy -- finding capable folks is challenging
- Commercial vs. smaller providers
- Information overload
- Volume of commercialization
- Localization issues and concerns
- Inconsistencies in Town website information
- Upkeep of website to effectively provide information
- Too many ways to get information out
- So many different platforms
- How to use social media effectively
- Writing skills needed

Question 3 -- How Would You Like to Use the Cable System, PEG Access Channels, and the Belmont Media Center to Educate, Inform, and Entertain Belmont residents?

Focus Group 1: Local Government -- Administration, Department Heads, Staff, and Elected Officials (January 28)

- Resources to be available for new school construction
- Need access to internet for all kids in schools
- Senior citizen discount
- Support for seniors in technical training
- Funds back to Town whenever possible
- No caps or maximum as on wi-fi allowed on cable service
- More locations for live transmissions
- Speed and throughput assured on available cable channels
- Need full information on interactive program guide to facilitate DVR recording
- Survey on TV interactivity capacity
- More arts programming from schools
- More sports programming from schools
- As technology improves, interface for programming must be equal for local channels
- More coverage of theatre programs
- Tax information application on computers
- Coverage of Town Meetings (Planning, School Board, etc.)
- Video on demand for local channels
- Technical training available town-wide
- Continue current levels of programming
- Town committees / civic committees content available on demand
- Traffic cameras and information (e.g., snow plow tracking)
- Weather channel
- Street work / DPW resources
- Match people resources with people who need service -- bulletin board for available support resources
- Car sharing and bike sharing information
- Narrowcasting
- Currently need more channels for BMC
- Who's watching question -- what to do?

Focus Group 2: Arts, Cultural, Media, and Heritage Organizations -- Staff, Boards, Volunteers, and Patrons (January 28)

- Use technology more effectively
- Strengthen arts
- Music awards
- Soap box -- communications opportunity at BCM for open speech
- Get more youth involved in training in use of media tools
- Equipment and communication between BMC and schools to facilitate coverage of student performances
- Need to learn how to package content
- Program schedule needs improvement
- Outreach -- inspire people to watch

Focus Group 2: Arts, Cultural, Media, and Heritage Organizations -- Staff, Boards, Volunteers, and Patrons (continued)

- BMC needs to tell its own story better
- Community film festival needs to come back
- Better public announcements
- Announcements about and coverage of art and solo shows, entertainment
- Ethnic community -- programs that bring the 36 different languages together
- School drama highlights
- Show old movies on BMC channel
- Religious/ecumenical services
- Collaborative focus on stories from Belmont
- Educational element of PEG access needs resources and more funds
- Artists creating art
- News "around town"
- Fundraising for BMC
- Tutoring how to produce a program
- Special program about human rights by Human Rights Commission
- Curriculum to teach media production at middle and high school
- Fundraising for variety of nonprofit purposes (public schools, media projects, etc.)
- Food pantry telethon at Christmas
- "Citizen of the Month" profile of someone who demonstrates selfless dedication to Belmont's needy
- "Business of the Month" that provides outstanding service to the community
- Emergency override
- Live streaming from classrooms on school website, for benefit of sick kids

Focus Group 3: Pre-K-12 and Post-Secondary Education -- Teachers, Administrators, Staff, Parents and Students (January 29)

- What does "excellence" at Belmont Schools really mean?
- Curriculum understanding re new federal and state standards
- Technology infrastructure for implementation and testing for standard tests
- ESL related support
- "Newcomer" site for County information
- Town-wide need to have technology training
- List serve centralization
- Web source (besides school) for community
- Community bulletin board with ongoing Belmont messages
- School concerts and assemblies
- Children's video camp (during summer)
- More information on education/training classes
- Career training
- Stronger web presence for BCM -- innovative efforts needed to attract participation
- Maximize distribution of BCM programming on-line/streaming/other ways
- More interactivity -- information gathering, surveys, keep up with state of art
- Create 15-minute educational/informational videos
- Local celebrities highlighted on local channels

Focus Group 3: Pre-K-12 and Post-Secondary Education -- Teachers, Administrators, Staff, Parents and Students (continued)

- Personalized Belmont community linkages
- Follow-up to Town hearings or meetings regarding issues -- What results? Next steps?
- Learn about viewership
- BCM programs listed on interactive program guide
- Delivery of programs via mobile apps

Focus Group 4: Community, Non-Profit, Civic, and Faith-Based Groups and Organizations -- Staff, Boards, Volunteers, and Clients (January 29)

- Senior citizen discount
- Universal service package
- School "lunch program" for discussion on cable
- Great volunteer base here -- toot horn about its strength
- Information about our school system
- Promotion of availability of technical training for volunteers
- Short videos on websites
- Radio station to build awareness of local information
- Continue present levels of programs
- Program about learning an art form
- Historic home profiles and implications of possible destruction
- Selectmen/Town Meetings on multiple platforms, on interactive program guide, VOD
- Ecumenical programming
- Previews of Belmont Farmer/s Market
- French classes
- Belmont Library cultural series
- Cooking classes
- Radio
- Political campaign coverage
- Team to assist those who are not tech savvy
- High school teaching collaborative on writing
- Citizen journalism
- YouTube-type video about process to use BMC
- Environmental programs (issues, education, recycling)

Question 4 -- What would make easier for You (or your Organization, City Government Department, or School) to Use PEG Access Channels, the Belmont Media Center or the Cable System?

Focus Group 1: Local Government -- Administration, Department Heads, Staff, and Elected Officials (January 28)

- Penalties on faulty pole attachments with time (30 days) and set fine
- High definition for local channels
- Funding for BMC resources
- Technology resources for new library
- Resources for training in technology throughout community
- Funding stream back to Town -- percentage of gross revenues
- Free public wi-fi
- More live drops for BCM
- Drops for all public spaces/rooms throughout Town
- Field production equipment
- Additional funds for portable equipment
- Power supplies issues on servers and instruments, especially for emergency communications
- PEG program information on interactive program guide
- Keeping up with technology to maintain state of the art throughout all of the franchise
- Resources to harness youth interest
- Information capability of PEG Access to be shared in materials on services
- Improve equipment at schools
- More funding from Comcast for educational uses
- Equipment in schools
- More funding for BMC
- VOD for local channels
- Channel capacity to assure capability to allow carriage of out of town programming (Al Jazeera, Free Speech TV, etc.)
- A la carte ability
- More channels and room for growth
- Channel numbers same on all cable companies
- Channel placement where quality is maximized
- 24/7 programming on all PEG channels
- Assurances on usability of system (i.e., Comcast to provide information to user up to latest standard, provide hardware with "how-to" tutorials)
- Basic "lifeline" service for lowest possible cost, advertised in all marketing materials
- Subscriber contracts with no penalties for early cancellation

Focus Group 2: Arts, Cultural, Media, and Heritage Organizations -- Staff, Boards, Volunteers, and Patrons (January 28)

- More space for BMC
- BMC as a "virtual" hub for arts broadband capability
- Maximize funding to support expansion of BMC as a resource to all of Belmont
- Staff to assist in training and making media
- Program schedule on system

Focus Group 2: Arts, Cultural, Media, and Heritage Organizations -- Staff, Boards, Volunteers, and Patrons (continued)

- Training resources
- More volunteers to help people to produce
- More resources needed
- Outreach to more of the community
- Educational access resources needed
- Need more staff for BMC to assist producers
- Need expanded hours to include Sundays
- Need staff to cover more hours
- Need more (and more powerful) computers
- Need more bandwidth server space
- HD channels for local programming
- Wire all classrooms with interface to homes
- Home access for all students
- Computer lab at BMC
- Emergency override to interrupt regular programming -- crawl on all channels re Town emergency
- Develop viewership tracking system

Focus Group 3: Pre-K-12 and Post-Secondary Education -- Teachers, Administrators, Staff, Parents and Students (January 29)

- Technology to meet new educational standards that will be an outgrowth of new state and federal standards
- All classrooms wired for cable and internet access
- Staff to train residents about technology
- Media lab for Town-wide learning
- Central website source of Town information
- User-generated website
- More channels
- Improve audio quality for local music productions
- State of the art streaming capacity
- Free cable drops for senior centers, police, community buildings
- Multiple platforms for community information
- HD for all PEG channels
- PEG channel program information on interactive program guide
- 4.5% of gross revenues for BMC
- Expand the number of PEG channels
- Resources to assure adequate growth of BMC
- Funding for state of the art equipment
- Increase the amount of funding negotiated for capital to protect BMC
- Maximize "locked-in" funds and resources for Town's communication needs

Focus Group 4: Community, Non-Profit, Civic, and Faith-Based Groups and Organizations --
Staff, Boards, Volunteers, and Clients (January 29)

- Identify local programming on interactive program guide for all channels
- Universal service provisions
- Low power radio/streaming of information
- Local programming available via VOD and on interactive program guide
- Media literacy training
- Live streaming
- Archival programming
- More bandwidth (100 up / 100 down)
- More channels
- Team of volunteers to assist Belmont residents
- Literacy team
- More training staff
- Web and computer lab infrastructure, staff
- Training on how to frame a message
- HD for local channels
- Funding for BMC
- Electronic bulletin board displayed around town to provide wide variety of information
- Use young people to create "How to use BMC" videos
- More effective oversight (by Town) of cable installations, disconnects
- Customer service standards that address cable installations, disconnects
- Return/recycle of retired cable boxes

APPENDIX 4

BMC Local Programming Operations Questionnaire

LOCAL PROGRAMMING (PEG ACCESS) OPERATIONS QUESTIONNAIRE

NAME OF YOUR ORGANIZATION: BELMONT COMMUNITY MEDIA CENTER, INC.

MAIN FACILITY ADDRESS: 9 LEXINGTON ST. BELMONT MA 02478

1. Type(s) of Local Programming Services Provided:

(Please check all that apply: "P" = Public Access; "E" = Educational Access; "G" = Government Access)

☒ P ☒ E ☒ G

2. Number and Types of P/E/G Access Channels Programmed:

(Please indicate how many of the following types of channels are managed by your organization)

☒ P only ☐ E only ☐ G only ☐ Combined P/E ☐ Combined P/G

☒ Combined E/G ☐ Combined P/E/G

☒ Other (Please Describe) BULLETIN BOARD & INFO CHANNEL

3. Number of Full Time Equivalent (FTE) Staff:

5 (NOTE: 40+ hrs./wk. staff member = 1.0 FTE; 20 hrs./wk. = 0.5 FTE; 10 hrs./wk. = 0.25 FTE; etc.)

4. Allocation of the Number of Staff (as indicated in Item #3, above) by Type of P/E/G Access Service Provided:

☐ Public Access ☐ Educational Access ☐ Government Access ← ALL

5. Funding -- Sources and Amounts for 2011, 2012 and 2013:

(Please indicate the funding amounts received from each source to support your local programming [P/E/G Access] activities. Do not include the monetary value "in-kind" services and materials here.)

Funding Source	2011	2012	2013
a. Cable Company (for capital purchases only)	\$	\$	\$ <u>150,000</u>
b. Cable Company (unrestricted) <u>378,860</u>	\$ <u>378,860</u>	\$ <u>406,196</u>	\$ <u>431,548</u>
c. Government (directly from franchise/license fees)	\$	\$	\$
d. Government (allocated from general fund)	\$	\$	\$
e. Educational Institution(s)	\$	\$	\$
f. Membership Fees	\$ <u>1534</u>	\$ <u>1375</u>	\$ <u>1865</u>
g. Training Fees	\$	\$	\$
h. Contributions	\$ <u>4060</u>	\$ <u>4112</u>	\$ <u>2098</u>
i. Grants	\$	\$	\$
j. Interest Income	\$ <u>3179</u>	\$ <u>2536</u>	\$ <u>2565</u>
k. Production Services	\$	\$	\$
l. Other (Please describe each source)			
<u>IN-KIND DONATIONS</u>	\$ <u>1500</u>	\$ <u>3900</u>	\$ <u>13,214</u>
<u>MISC. / SPONSORSHIPS</u>	\$ <u>2523</u>	\$ <u>3529</u>	\$ <u>2002</u>
Total Funding -- All Sources ("a" through "l")	\$ <u>391,656</u>	\$ <u>421,648</u>	\$ <u>603,292</u>

6. **Expenditures -- Amounts by Category for 2011, 2012 and 2013:**

(Please indicate your expenditures by category to support local programming [P/E/G Access] activities. Do not include "in-kind" services and materials.)

<u>Expenditures by Category</u>	<u>DOES NOT INCLUDE DEPRECIATION</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>
a. Personnel (wages, benefits, payroll taxes, etc.).....		\$ <u>174,002</u>	\$ <u>202,146</u>	\$ <u>227,213</u>
b. Operations (supplies, promotion, travel, etc.).....		\$ <u>131,814</u>	\$ <u>126,585</u>	\$ <u>175,733</u>
c. Capital (facilities and equipment).....		\$ <u>43,884</u>	\$ <u>43,633</u>	\$ <u>57,987</u>
Total Expenditures -- (a + b + c).....		\$ <u>349,700</u>	\$ <u>372,364</u>	\$ <u>460,933</u>

Amount of above "Total Expenditures" used for each type of local programming service managed:

	<u>2011</u>	<u>2012</u>	<u>2013</u>
a. Public Access.....	\$ <u> </u>	\$ <u> </u>	\$ <u> </u>
b. Educational Access.....	\$ <u> </u>	\$ <u> </u>	\$ <u> </u>
c. Government Access.....	\$ <u> </u>	\$ <u> </u>	\$ <u> </u>

7. **In-Kind Services & Materials Received by Your Organization -- Sources and Value for 2011, 2012 and 2013:**

(Please describe any in-kind services and materials that your organization received to support local programming [P/E/G Access] activities, and indicate the source and value. Do not include any monetary funding amounts here.)

<u>2011</u>	<u>Description of In-Kind Services & Materials</u>	<u>Source</u>	<u>Value</u>
			\$ <u> </u>
			\$ <u> </u>
			\$ <u> </u>
			\$ <u> </u>

<u>2012</u>	<u>Description of In-Kind Services & Materials</u>	<u>Source</u>	<u>Value</u>
	<u>LEGAL CONSULTING</u>	<u>BOARD MEMBER</u>	\$ <u>3,000</u>
			\$ <u> </u>
			\$ <u> </u>
			\$ <u> </u>

<u>2013</u>	<u>Description of In-Kind Services & Materials</u>	<u>Source</u>	<u>Value</u>
	<u>LEGAL & HR CONSULTING</u>	<u>BOARD MEMBER</u>	\$ <u>10,000</u>
		<u>LAWYER</u>	\$ <u> </u>
			\$ <u> </u>
			\$ <u> </u>

8. **Programming Submitted for Cablecast: 2011, 2012 and 2013:**

If you keep detailed information about the programming on your organization's channel(s), please complete this page.

If necessary, copy this page to report programming data for other channels managed by your organization.

If the same program was shown on more than one of your channels, only include data about it in the line items regarding "first-run programs" and "first-run hours" of programming for the channel where it was shown first. *

NOTE: Each "episode" within a series of programs should be counted as one program.

A. Channel Number on Cable System: ~~8128~~ 9129

Channel Type (check one): ☒ P ☐ E ☐ G ☐ P/E ☐ P/G ☐ E/G ☐ P/E/G

	2011	2012	2013
1. Total number of locally produced, first-run programs ..	82	115	130
2. Total number of imported, first-run programs **	70	80	140
3. Total number of locally produced, first-run hours	200	250	300
4. Total number of imported, first-run hours **	180	210	240
5. Total number of hours (include replays on this line only; do <u>not</u> include character-generated hours)	5200	5800	6700

B. Channel Number on Cable System: 8128

Channel Type (check one): ☐ P ☒ E ☒ G ☐ P/E ☐ P/G ☐ E/G ☐ P/E/G

	2011	2012	2013
1. Total number of locally produced, first-run programs ..	150	170	190
2. Total number of imported, first-run programs **	15	16	18
3. Total number of locally produced, first-run hours	460	490	530
4. Total number of imported, first-run hours **	40	60	80
5. Total number of hours (include replays on this line only; do <u>not</u> include character-generated hours)	6400	6800	7200

C. Channel Number on Cable System: _____

Channel Type (check one): ☐ P ☐ E ☐ G ☐ P/E ☐ P/G ☐ E/G ☐ P/E/G

	2011	2012	2013
1. Total number of locally produced, first-run programs ..	_____	_____	_____
2. Total number of imported, first-run programs **	_____	_____	_____
3. Total number of locally produced, first-run hours	_____	_____	_____
4. Total number of imported, first-run hours **	_____	_____	_____
5. Total number of hours (include replays on this line only; do <u>not</u> include character-generated hours)	_____	_____	_____

D. Number of different "producers" who submitted:

	2011	2012	2013
1. Locally-produced programs	12	15	23
2. Imported programs **	20	30	40

* Do not include replays in your figures for "first-run programs" and "first-run hours".

** "Imported" programs: (1) are **not** produced within your cable franchise area; or (2) are created by individuals who are **not** certified to use your facilities.

9. **Equipment Usage Level:** If you keep detailed information about the use of your organization's equipment, including the number of hours of actual use for each category of equipment, please complete the following:

	<u>2011</u>	<u>2012</u>	<u>2013</u>
A. Studio(s)			
Total number of studios <u>available</u>	<u>3</u>	<u>314</u>	<u>4</u>
Total annual hours <u>used</u> (all studios).....	<u>961</u>	<u>1355</u>	<u>1300</u>
B. Editing Systems			
Total number of editing systems <u>available</u>	<u>7</u>	<u>6</u>	<u>6</u>
Total annual hours <u>used</u> (all systems).....	<u>9774</u>	<u>8000</u>	<u>5726</u>
C. Camcorders			
Total number of camcorders <u>available</u>	<u>7</u>	<u>6</u>	<u>6</u>
Total annual number of check-outs (all camcorders)	<u>165</u>	<u>326</u>	<u>365</u>
D. Multiple-Camera Field Production Systems			
Total number of systems <u>available</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total annual number of times used (all systems)			

10. **Training Services Provided in 2013:**

A. Does your organization provide training courses in video production, media literacy, etc.? ☒ Yes ☐ No

B. If "Yes," please provide the following information about the training courses your organization offered in **2013**:

Please indicate the name of each training course offered in 2013, the number of hours of training provided during each course, the number of times each course was offered in 2013, the total number of people who *began* the course(s) in 2013, and the total number of people who *completed* the course(s) in 2013.

	<u>Training Course Name</u>	<u>Total No. of Hrs. Per Course</u>	<u>Total No. of Courses Offered</u>	<u>Total No. of People who Began the Course(s)</u>	<u>Total No. of People who Completed the Course(s)</u>
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

11. **Operations Documents:** Please provide a copy of:

- A. Your organization's current operating rules and procedures.
- B. Your organization's current training curriculum.

12. **Participants:**

- A. Please indicate how many new people were approved to use any of your organization's facilities during 2013: 60
- B. Please indicate the total number of people currently approved to use any of your organization's facilities: 300
- C. If this information is available, please attach a list of the community organizations, schools, colleges and universities, and divisions of local government that used the P/E/G Access resources and services provided by your organization at any time during the three-year period between January 2011 and December 2013.
- D. If this information is available, please indicate the number of individuals who used the P/E/G Access resources provided by your organization in 2011, 2012 and 2013.

2011: _____ 2012: _____ 2013: _____

13. **Other P/E/G Access Services:**

Please describe any other P/E/G Access services provided by your organization, such as a website, a printed or electronic newsletter, outreach and promotional activities, etc. Attach a copy of examples of such services where appropriate (e.g., a printed newsletter, programming schedule, etc.). Attach additional pages as needed.

~~AM~~ ART GALLERY SPACE
MEETING SPACE

THANK YOU VERY MUCH FOR YOUR ASSISTANCE.

Name of Preparer: JEFF HANSEN Phone: 617 484 2443
Organization: BMC
Address: _____
City/State/Zip: _____

APPENDIX 5

BMC Video Facility Inventory, Supplemental Inventory Information

COMMUNITY MEDIA FACILITY INVENTORY

- OVERVIEW -

(NOTE: UNAUTHORIZED USE OF THIS DOCUMENT IS PROHIBITED.)

FACILITY ADDRESS: 9 Lexington St - Belmont MA

FACILITY IS USED FOR *(check all that apply)*:

Public Access

 Educational Access

 **Government Access**

INSTRUCTIONS:

Please complete these Community Media Facility Inventory pages as thoroughly as possible.

List each piece of equipment only once, even though it may be used for multiple purposes. (For example, list an editing system's equipment items that are located in a studio control room under the "Studio Production Equipment" heading on the appropriate attached form.)

If an item of equipment has multiple functions, list it under the heading which most closely describes its primary location or function.

If you do not have the make and model of equipment available, please fill out the remainder of each sheet.

If you do not have any item listed on an inventory page, just leave that line blank.

Make a copy of any page that does not include enough space to include all of your equipment packages (e.g., copy this page if you operate more than one facility; copy the next page if you have more than eight camcorders; etc.).

IF AVAILABLE, PLEASE PROVIDE A COMPLETE COPY OF YOUR PRODUCTION EQUIPMENT INVENTORY.

A. Normal Hours of Operation for Facility (e.g., 9 a.m. to 9 p.m.):

Monday: 10Am - 8pm Tuesday: 10Am - 8pm Wednesday: 10Am - 8pm
Thursday: 10Am - 8pm Friday: 10Am - 8pm Saturday: Noon - 5pm
Sunday: —

B. Is this facility's video production equipment used only for activities related to the creation of programs for cablecast on an Access channel?

☐ Yes (If "Yes," go to Item C, below)

☐ No

If "No," how many hours are this facility's video production equipment used for any purpose other than the creation of programs for cablecast on an Access channel?

hours/week (Describe other use: _____)

C. Does your organization own or lease the facility space?

☐ Own

☒ Lease

D. Please provide the following information about the facility.

1. Total square footage: 3,400 square feet

2. Number of administrative offices: 5

3. Number of editing rooms: 2

4. Estimated current replacement cost of ALL production equipment in the facility: \$ 500,000

COMMUNITY MEDIA FACILITY INVENTORY

CAMCORDER FIELD PRODUCTION SYSTEMS

See Also - Full equipment Inventory -

(If you have more than eight camcorders, make enough copies of this page to include each portable system)

System #	Make/Model	Quality Level*	Condition**	Age (Yrs.)
System # <u>A</u>	<u>Sony Nx-5</u>	<u>B</u>	<u>G</u>	<u>2</u>
Format: <input type="checkbox"/> Mini-DV <input type="checkbox"/> DVCAM/DVCPRO/Betacam <input checked="" type="checkbox"/> Flash Memory Card <input type="checkbox"/> Hard Disk Drive High Definition Capability? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				
System # <u>B</u>	<u>Sony Nx-5</u>	<u>B</u>	<u>G</u>	<u>2</u>
Format: <input type="checkbox"/> Mini-DV <input type="checkbox"/> DVCAM/DVCPRO/Betacam <input checked="" type="checkbox"/> Flash Memory Card <input type="checkbox"/> Hard Disk Drive High Definition Capability? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				
System # <u>C</u>	<u>Sony Nx-5</u>	<u>B</u>	<u>G</u>	<u>2</u>
Format: <input type="checkbox"/> Mini-DV <input type="checkbox"/> DVCAM/DVCPRO/Betacam <input checked="" type="checkbox"/> Flash Memory Card <input type="checkbox"/> Hard Disk Drive High Definition Capability? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				
System # <u>D</u>	<u>Sony Nx-5</u>	<u>B</u>	<u>G</u>	<u>2</u>
Format: <input type="checkbox"/> Mini-DV <input type="checkbox"/> DVCAM/DVCPRO/Betacam <input checked="" type="checkbox"/> Flash Memory Card <input type="checkbox"/> Hard Disk Drive High Definition Capability? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				
System # <u> </u>	<u>Canon 2R500</u>	<u>C</u>	<u>F</u>	<u>8</u>
Format: <input checked="" type="checkbox"/> Mini-DV <input type="checkbox"/> DVCAM/DVCPRO/Betacam <input type="checkbox"/> Flash Memory Card <input type="checkbox"/> Hard Disk Drive High Definition Capability? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				
System # <u> </u>	<u>Canon 2R500</u>	<u>C</u>	<u>F</u>	<u>8</u>
Format: <input checked="" type="checkbox"/> Mini-DV <input type="checkbox"/> DVCAM/DVCPRO/Betacam <input type="checkbox"/> Flash Memory Card <input type="checkbox"/> Hard Disk Drive High Definition Capability? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				
System # <u> </u>	<u>Canon GL-2</u>	<u>B</u>	<u>F</u>	<u>8</u>
Format: <input checked="" type="checkbox"/> Mini-DV <input type="checkbox"/> DVCAM/DVCPRO/Betacam <input type="checkbox"/> Flash Memory Card <input type="checkbox"/> Hard Disk Drive High Definition Capability? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				
System # <u> </u>	<u>Canon GL-2</u>	<u>B</u>	<u>F</u>	<u>8</u>
Format: <input checked="" type="checkbox"/> Mini-DV <input type="checkbox"/> DVCAM/DVCPRO/Betacam <input type="checkbox"/> Flash Memory Card <input type="checkbox"/> Hard Disk Drive High Definition Capability? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				

Number of Portable Tripods: 6 Condition**: 3 - Good Age (years): 1-8
 Number of Extra Battery Packs: Enough for each kit to have 2 "long" and 2 "short" battery. Condition**: Age (years):
 Number of Portable Lighting Kits: 2 Condition**: 1-E Age (years): new - 8
 Number of Microphones: 20 Condition**: various Age (years): various

* B = Broadcast, I = Industrial/Professional, C = Consumer

** E = Excellent, G = Good, F = Fair, P = Poor

COMMUNITY MEDIA FACILITY INVENTORY

VIDEO EDITING SYSTEMS (NOT IN STUDIO CONTROL ROOM)

(If you have more than two editing systems, make enough copies of this page to include each editing system)

	Item	Make/Model	Quality Level*	Condition**	Age (Yrs.)
System # <u>A</u>	Video Player 1	<u>JVC BR-DV3000</u>	<u>B</u>	<u>G</u>	—
	Format:	<input checked="" type="checkbox"/> Mini-DV <input type="checkbox"/> DVCAM/DVCPRO/Betacam <input type="checkbox"/> Hard Disk Drive <input type="checkbox"/> DVD <input type="checkbox"/> Flash Memory Card			
	Video Player 2	<u>Sony RDR-6X257</u>	<u>C</u>	<u>G</u>	—
	Format:	<input type="checkbox"/> Mini-DV <input type="checkbox"/> DVCAM/DVCPRO/Betacam <input type="checkbox"/> Hard Disk Drive <input checked="" type="checkbox"/> DVD <input type="checkbox"/> Flash Memory Card			
	Video Recorder	—	—	—	—
	Format:	<input type="checkbox"/> Mini-DV <input type="checkbox"/> DVCAM/DVCPRO/Betacam <input type="checkbox"/> Hard Disk Drive <input type="checkbox"/> Flash Memory Card <input type="checkbox"/> DVD <input type="checkbox"/> Records directly to Server			
	Computer or Edit Controller	<u>Imac i5</u>	—	—	—
Editing Software	<u>Adobe Production suite, FCX</u>	—	—	—	
Video Monitor(s)	—	—	—	—	
Other (describe)	—	—	—	—	
Does this video editing system have high definition capability? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No					

System # <u>B</u>	Video Player 1	<u>JVC BR-DV3000</u>	—	—	—
	Format:	<input checked="" type="checkbox"/> Mini-DV <input type="checkbox"/> DVCAM/DVCPRO/Betacam <input type="checkbox"/> Hard Disk Drive <input type="checkbox"/> DVD <input type="checkbox"/> Flash Memory Card			
	Video Player 2	—	—	—	—
	Format:	<input type="checkbox"/> Mini-DV <input type="checkbox"/> DVCAM/DVCPRO/Betacam <input type="checkbox"/> Hard Disk Drive <input type="checkbox"/> DVD <input type="checkbox"/> Flash Memory Card			
	Video Recorder	—	—	—	—
	Format:	<input type="checkbox"/> Mini-DV <input type="checkbox"/> DVCAM/DVCPRO/Betacam <input type="checkbox"/> Hard Disk Drive <input type="checkbox"/> Flash Memory Card <input type="checkbox"/> DVD <input type="checkbox"/> Records directly to Server			
	Computer or Edit Controller	<u>Imac i7</u>	—	—	—
Editing Software	<u>Adobe Production suite</u>	—	—	—	
Video Monitor(s)	—	—	—	—	
Other (describe)	—	—	—	—	
Does this video editing system have high definition capability? <input type="checkbox"/> Yes <input type="checkbox"/> No					

* B = Broadcast, I = Industrial/Professional, C = Consumer

** E = Excellent, G = Good, F = Fair, P = Poor

COMMUNITY MEDIA FACILITY INVENTORY

STUDIO PRODUCTION FACILITY

(If you have more than one studio, make enough copies of this page to include each studio)

Studio # A

Studio dimensions (in feet): _____ Length x _____ Width x _____ Height

Is there a lighting grid installed in the Studio Production Facility?

☐ No

☒ Yes → Number of Lighting Instruments: 30 Condition*: G-E Age (range, in years): 1 to 5

Distance (in feet) from studio floor to lighting grid: 12

Type of Lighting Control System: ☒ Dimmer Controls ☒ On/Off Switches

Is there a separate Set Storage Room?

☐ No

☒ Yes → Set Storage Room dimensions (in feet): _____ Length x _____ Width x _____ Height

Is there a Studio Cyclorama and/or Curtain(s)? ☐ No

☒ Yes → Condition*: E

Is there an Intercom System in the Studio Production Facility?

☐ No

☒ Yes → Condition of System*: E

Are any of the Studio Cameras equipped with a teleprompter?

☐ No

☒ Yes → Number of teleprompters: 1 Condition*: G

Studio Control Room dimensions (in feet): _____ Length x _____ Width

Can programs be cablecast live from this Studio Production Facility? ☒ Yes ☐ No

* E = Excellent, G = Good, F = Fair, P = Poor

COMMUNITY MEDIA FACILITY INVENTORY

STUDIO PRODUCTION EQUIPMENT

(If you have more than one studio, make enough copies of this page to include each studio)

Studio #	Make/Model	Quality Level*	Condition**	Age (Yrs.)
<u>A</u>				
Camera #1	<u>JVC 250</u>	<u>B</u>	<u>G</u>	<u>4</u>
Camera #2	<u>JVC 250</u>	<u>B</u>	<u>G</u>	<u>4</u>
Camera #3	<u>JVC 250</u>	<u>B</u>	<u>G</u>	<u>4</u>
Camera #4				
Camera #5				
Tripods (quantity: <u>3</u>)				
Other Camera Mounts (quantity: <u> </u>)				
(Indicate Camera Mount type(s): <input type="checkbox"/> Wall <input type="checkbox"/> Ceiling <input checked="" type="checkbox"/> Pedestal)				
Video Recorder/Player #1	<u>Data Video HDR-70</u>	<u>B</u>	<u>G</u>	<u>New</u>
Video Recorder/Player #2	<u>JVC Blu-Ray Recorder GR-HD2500</u>	<u>B</u>	<u>G</u>	<u>New</u>
Video Recorder/Player #3		<u>C</u>	<u>G</u>	<u>4</u>
Video Recorder/Player #4				
Video Format(s): <input type="checkbox"/> Mini-DV <input type="checkbox"/> DVCAM/DVCPRO/Betacam <input checked="" type="checkbox"/> Hard Disk Drive				
<input type="checkbox"/> Flash Memory Card <input checked="" type="checkbox"/> DVD <input type="checkbox"/> Records directly to Server				
High Definition Capability? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				
Production Switcher/SEG	<u>Broadcast Pix Granite 2000</u>	<u>B</u>	<u>E</u>	<u>New</u>
Computer or Edit Controller				
Video Production Software				
C.G. / Video Graphics Unit				
Vectorscope/Waveform Monitor				
Color Monitors (quantity: <u>3</u>)	<u>Various</u>	<u>2-C</u> <u>1-F</u>	<u>G</u>	<u>New-4</u>
B/W Monitors (quantity: <u> </u>)				
Audio Mixer	<u>Soundcraft RM105</u>	<u>B</u>	<u>G</u>	<u>4</u>
Hand Mics (quantity: <u> </u>)				
Lapel Mics (quantity: <u>4</u>)	<u>Sony ECM-44B</u>	<u>B</u>	<u>G</u>	
Other Major Items (describe):				
<u>See Attached</u>				
<u>Full List</u>				

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** E = Excellent, G = Good, F = Fair, P = Poor

COMMUNITY MEDIA FACILITY INVENTORY

STUDIO PRODUCTION FACILITY

(If you have more than one studio, make enough copies of this page to include each studio)

Studio # B

Studio dimensions (in feet): _____ Length x _____ Width x _____ Height

Is there a lighting grid installed in the Studio Production Facility?

☒ No - Not in the traditional sense - fixtures mounted directly in drop ceiling

☐ Yes → Number of Lighting Instruments: 4 Condition*: G Age (range, in years): _____ to 4

Distance (in feet) from studio floor to lighting grid: 9 feet

Type of Lighting Control System: ☐ Dimmer Controls ☒ On/Off Switches

Is there a separate Set Storage Room?

☒ No - Not for this studio

☐ Yes → Set Storage Room dimensions (in feet): _____ Length x _____ Width x _____ Height

Is there a Studio Cyclorama and/or Curtain(s)? ☒ No

☐ Yes → Condition*: _____

Is there an Intercom System in the Studio Production Facility?

☒ No

☐ Yes → Condition of System*: _____

This is a single operator studio

Are any of the Studio Cameras equipped with a teleprompter?

☒ No

☐ Yes → Number of teleprompters: _____ Condition*: _____

Studio Control Room dimensions (in feet): N/A Length x _____ Width *In same room as studio*

Can programs be cablecast live from this Studio Production Facility? ☒ Yes ☐ No

E = Excellent, G = Good, F = Fair, P = Poor

COMMUNITY MEDIA FACILITY INVENTORY

STUDIO PRODUCTION EQUIPMENT

(If you have more than one studio, make enough copies of this page to include each studio)

Studio #	Make/Model	Quality Level*	Condition**	Age (Yrs.)
Studio # <u>B</u>				
Camera #1	<u>Sony EVI-D10</u>	<u>C</u>	<u>G</u>	<u>4</u>
Camera #2	<u>Sony EVI-D10</u>	<u>C</u>	<u>G</u>	<u>4</u>
Camera #3				
Camera #4				
Camera #5				
Tripods (quantity: _____)				
Other Camera Mounts (quantity: <u>2</u>)				
(Indicate Camera Mount type(s): <input checked="" type="checkbox"/> Wall <input type="checkbox"/> Ceiling <input type="checkbox"/> Pedestal)				
Video Recorder/Player #1	<u>Presidium DVD Recorder</u>	<u>C</u>	<u>G</u>	
Video Recorder/Player #2				
Video Recorder/Player #3				
Video Recorder/Player #4				
Video Format(s): <input type="checkbox"/> Mini-DV <input type="checkbox"/> DVCAM/DVCPRO/Betacam <input type="checkbox"/> Hard Disk Drive				
<input type="checkbox"/> Flash Memory Card <input checked="" type="checkbox"/> DVD <input type="checkbox"/> Records directly to Server				
High Definition Capability? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				
Production Switcher/SEG	<u>Broadcast Pix Suite 1000</u>	<u>B</u>	<u>G</u>	<u>4</u>
Computer or Edit Controller				
Video Production Software				
C.G. / Video Graphics Unit				
Vectorscope/Waveform Monitor				
Color Monitors (quantity: <u>1</u>)	<u>Samsung</u>	<u>C</u>	<u>G</u>	<u>4</u>
B/W Monitors (quantity: _____)				
Audio Mixer	<u>Mackie 1402</u>			
Hand Mics (quantity: _____)				
Lapel Mics (quantity: _____)				
Other Major Items (describe):				
<u>See Attached</u>				
<u>Full List</u>				

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COMMUNITY MEDIA FACILITY INVENTORY

- 6 -

PORTABLE OR MOBILE MULTIPLE CAMERA FIELD PRODUCTION EQUIPMENT

(If you have more than one portable/mobile multiple camera system, make enough copies of this page to include each one)

Installed in a Vehicle? ☒ No ☐ Yes (If Yes, Vehicle year/make/model: _____)

Dedicated⁽¹⁾ Camera Cables: How Many? 0 Total Length: _____ feet

Dedicated⁽¹⁾ Audio Cables: How Many? 0 Total Length: _____ feet

Dedicated ⁽¹⁾ Items	Make/Model	Quality Level*	Condition**	Age (Yrs.)
Camera #1	_____	_____	_____	_____
Camera #2	_____	_____	_____	_____
Camera #3	_____	_____	_____	_____
Camera #4	_____	_____	_____	_____
Tripods (quantity: _____)	_____	_____	_____	_____
Video Recorder/Player #1	<u>Digital Video HDR-55</u>	<u>B</u>	<u>E</u>	<u>2</u>
Video Recorder/Player #2	_____	_____	_____	_____
Video Recorder/Player #3	_____	_____	_____	_____
Video Format(s): <input type="checkbox"/> Mini-DV <input type="checkbox"/> DVCAM/DVCPRO/Betacam				
<input checked="" type="checkbox"/> Hard Disk Drive <input type="checkbox"/> DVD <input type="checkbox"/> Flash Memory Card				
High Definition Capability? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				
Production Switcher/SEG	<u>Broadcast Pix Mira 500</u>	<u>I</u>	<u>F</u>	<u>2</u>
Computer or Edit Controller	_____	_____	_____	_____
Video Production Software	_____	_____	_____	_____
C.G. / Video Graphics Unit	_____	_____	_____	_____
Vectorscope/Waveform Monitor	_____	_____	_____	_____
Color Monitors (quantity: _____)	_____	_____	_____	_____
B/W Monitors (quantity: _____)	_____	_____	_____	_____
Audio Mixer	<u>Alesis Multimix 12v</u>	<u>B</u>	<u>F</u>	<u>2</u>
Hand Mics (quantity: _____)	_____	_____	_____	_____
Lapel Mics (quantity: _____)	_____	_____	_____	_____
Other Major Items (describe):	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

⁽¹⁾ "Dedicated" means that the items are used only with this multiple camera field production equipment package.

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COMMUNITY MEDIA FACILITY INVENTORY

MASTER CONTROL/PLAYBACK FACILITY AND EQUIPMENT

Is this a dedicated Playback Facility? (equipment is not shared with studio control room package) ☒ Yes ☐ No

Master Control/Playback Facility dimensions (in feet): _____ Length x _____ Width

Number of cable channels controlled: 3

Do you have live programming capability? ☐ No ☒ Yes, via: ☒ Studio ☐ Cable Return Feed ☐ Bonded Cellular
☐ Satellite ☐ Microwave ☒ Other: Town Fiber

Do you "stream" programming via the Internet? ☐ No ☒ Yes ☒ Live? ☒ "Video On Demand"?

Do you have high definition playback capability? ☐ No ☒ Yes → ☐ On Cable Channel(s)? ☒ Internet Stream? (one channel)

<u>Playback Facility Item</u>	<u>Make/Model</u>	<u>Quality Level*</u>	<u>Condition**</u>	<u>Age (Yrs.)</u>
Automated Playback Controller	<u>TelVue</u>	<u>B</u>	<u>E</u>	<u>New</u>
Manual Switcher/SEG	_____	_____	_____	_____
Server-Based Video Storage	<u>TelVue Hypercube</u>	<u>B</u>	<u>E</u>	<u>New</u>
Video Player #1	_____	_____	_____	_____
Video Player #2	_____	_____	_____	_____
Video Player #3	_____	_____	_____	_____
Video Player #4	_____	_____	_____	_____
Video Player #5	_____	_____	_____	_____
Video Player #6	_____	_____	_____	_____
Video Player #7	_____	_____	_____	_____
Video Player #8	_____	_____	_____	_____
Video Player #9	_____	_____	_____	_____
Video Player #10	_____	_____	_____	_____
Video Player Format(s): <input type="checkbox"/> Mini-DV <input type="checkbox"/> DVCAM/DVCPRO/Betacam <input type="checkbox"/> Hard Disk Drive <input type="checkbox"/> DVD <input type="checkbox"/> Flash Memory Card				
TBC (quantity: _____)	_____	_____	_____	_____
Color Monitors (quantity: _____)	_____	_____	_____	_____
B/W Monitors (quantity: _____)	_____	_____	_____	_____
C.G./Graphics Unit	_____	_____	_____	_____
Vectorscope/Waveform Monitor	_____	_____	_____	_____
Other Major Items (describe):	_____	_____	_____	_____
<u>See Attached List</u>	_____	_____	_____	_____
<u>under "Network Room"</u>	_____	_____	_____	_____

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COMMUNITY MEDIA FACILITY INVENTORY

VIEWING/DUBBING EQUIPMENT

Do you have any of the following: Videoconferencing equipment? ☐ Yes ☐ No

Satellite downlink equipment? ☐ Yes ☒ No

Satellite uplink equipment? ☐ Yes ☒ No

Bonded cellular (e.g., LiveU) equipment? ☐ Yes ☒ No

Do you have a dedicated Viewing/Dubbing Area? (not used for any other purpose)

☒ Yes ☐ No

Do you have dedicated Viewing/Dubbing Equipment? (not used for any other purpose)

☒ Yes ☐ No (If No, go to next page)

Number of Viewing/Dubbing Stations: 1

Viewing/Dubbing Equipment Formats:

☒ Mini-DV

☐ DVCAM/DVCPRO/Betacam

☒ DVD

☐ Hard Disk Drive

☐ Flash Memory Card

☒ Other. VHS / S-VHS

Does your Viewing/Dubbing Equipment have high definition capability?

☐ Yes ☒ No

COMMUNITY MEDIA FACILITY INVENTORY

MAINTENANCE AND TEST EQUIPMENT

Annual budget for outside equipment maintenance: \$ _____

Annual budget for spare/replacement parts: \$ _____

Do you conduct in-house maintenance? ☒ Yes ☐ No

Is there a dedicated Maintenance Area? (not used for any other purpose) ☐ Yes ☒ No

Do you have dedicated Maintenance and Test Equipment? (not used for any other purpose) ☐ Yes ☒ No

TRAINING EQUIPMENT

Is there a dedicated Training Area? (not used for any other purpose) ☐ Yes ☒ No

Do you have dedicated Training Equipment? (not used for any other purpose)

☒ No

☐ Yes (If Yes, please indicate the types of dedicated Training Equipment at your facility)

☐ Camcorder field production equipment

☐ Video Editing Equipment

☐ Multiple Camera Field Production Equipment

☐ Electronic Graphics Production Equipment

☐ Other (describe): _____

COMMUNITY MEDIA FACILITY INVENTORY

ELECTRONIC GRAPHICS PRODUCTION EQUIPMENT

[NOTE: A typical example of "Electronic Graphics Production Equipment" would be a computer workstation with software and appropriate accessories needed to create titles, graphics, animation, etc., for insertion in a video production or to create a program made entirely with such equipment.]

Do you have a dedicated Electronic Graphics Production area? (not used for any other purpose) ☐ Yes

☒ No

Do you have dedicated Electronic Graphics Production equipment? (not used for any other purpose) ☐ Yes

☒ No

PERSONAL COMPUTER / INTERNET ACCESS EQUIPMENT

Do you provide personal computer equipment for use by residents of your cable franchise area?

☐ No

☒ Yes (If Yes, describe below)

If you provide personal computer equipment for use by residents, are any of these computers connected to the Internet?

☐ No

☒ Yes (If Yes, please describe these connections and the ways that residents use this equipment on-line.)

COMMUNITY MEDIA FACILITY INVENTORY

REMOTE-CONTROLLED PRODUCTION EQUIPMENT (COUNCIL CHAMBERS OR MEETING ROOM)

(If you have more than one of these equipment packages, make enough copies of this page to include each package)

Do you have a Remote-Controlled Production Equipment Package? ☒ Yes ☐ No

(If "Yes") Location of this equipment package: Selectmen Mtg Room - Town Hall

Equipment is used for (check all that apply): ☒ Government Access ☐ Educational Access ☐ Public Access

Item	Make/Model	Quality Level*	Condition**	Age (Yrs.)
Cameras (quantity: <u>3</u>)	<u>Panasonic WV-CS954</u>	<u>C</u>	<u>F</u>	<u> </u>
Camera Controllers (quantity: <u>1</u>)	<u>Panasonic WV-CU650</u>	<u>I</u>	<u>G</u>	<u> </u>
Camera Mounts (quantity: <u>3</u>)	<u>Panasonic</u>	<u> </u>	<u> </u>	<u> </u>
(Indicate Camera Mount type(s): <input type="checkbox"/> Tripod <input checked="" type="checkbox"/> Wall <input type="checkbox"/> Ceiling <input type="checkbox"/> Pedestal)				
Video Recorder/Player #1	<u>Toshiba DR430</u>	<u>C</u>	<u>G</u>	<u> </u>
Video Recorder/Player #2	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Video Recorder/Player #3	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Video Recorder/Player #4	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Video Format(s): <input type="checkbox"/> Mini-DV <input type="checkbox"/> DVCAM/DVCPRO/Betacam <input type="checkbox"/> Hard Disk Drive				
<input type="checkbox"/> Flash Memory Card <input checked="" type="checkbox"/> DVD <input type="checkbox"/> Records directly to Server				
High Definition Capability? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				
Production Switcher/SEG	<u>Tricaster</u>	<u>B</u>	<u>G</u>	<u> </u>
Computer or Edit Controller	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Video Production Software	<u> </u>	<u> </u>	<u> </u>	<u> </u>
C.G. / Video Graphics Unit	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Vectorscope/Waveform Monitor	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Color Monitors (quantity: <u> </u>)	<u> </u>	<u> </u>	<u> </u>	<u> </u>
B/W Monitors (quantity: <u> </u>)	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Audio Mixer	<u>Lectrosonics AMS</u>	<u>B</u>	<u>G</u>	<u> </u>
Microphones (quantity: <u> </u>)	<u>Shure Gooseneck</u>	<u>B</u>	<u>G</u>	<u> </u>
Other Major Items (describe):	<u> </u>	<u> </u>	<u> </u>	<u> </u>
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
	<u> </u>	<u> </u>	<u> </u>	<u> </u>

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Inventory By Group and Type, Owner: BMC
All Equip Groups, All Equip Locations, All Equip Statuses

Tag #	Manufacturer Serial # Purchase Date	Model Owner PO # Cost	Description Location Shipping	Capital Equip? Status Warranty Expires	Can Reserve? Yes
Audio /					
317	Shure	BMC	HH mic EDC	Available	No 10/2/2007
328	Shure	BMC	HH mic EDC	Available	No 12/9/2007
Type Totals:		Cost	Tax	Shipping	
Audio / 2 Channel Mixer					
365	Beachtek	DXA-4P BMC	2 Channel Mixer EDC	Available	No 1/4/2011
366	Beachtek	DXA-2S BMC	2 Channel Mixer EDC	Available	No 1/4/2011
367	Beachtek	DXA-4P BMC	2 Channel Mixer EDC	Available	No 1/4/2011
Type Totals: 2 Channel Mixer		Cost	Tax	Shipping	
Audio / Audio Mixers					
334	Shure 950440 1/2/2006	M267 BMC	Portable Audio Mixer EDC	Available	No 1/15/2010
542	Shure 1/2/2006	M267 BMC	Portable Audio Mixer EDC	Available	No 8/4/2011
543	Mackie (21)DN27376	1642-VLZ BMC	12 Channel Audio Mixer EDC	Available	No 8/4/2011
Type Totals: Audio Mixers		Cost	Tax	Shipping	
Audio / Audio Snake					
546	Whirlwind	25' BMC	25' Audio Snake EDC	Available	No 8/11/2011
547	Whirlwind	50' BMC	50' Audio Snake EDC	Available	No 8/11/2011
Type Totals: Audio Snake		Cost	Tax	Shipping	
Audio / Beech Street Center Audio Pkg					
473		BMC	Power Strip Beech Street Center	Available	No 2/28/2011

Inventory By Group and Type, Owner: BMC
All Equip Groups, All Equip Locations, All Equip Statuses

Tag #	Manufacturer Serial # Purchase Date	Model Owner PO # Cost	Description Location Tax	Shipping	Vendor	Status Warranty Expires	Capital Equip? Status Date Parts / Labor
Audio / Beech Street Center Audio Pkg			Can Reserve? Yes				
705	Mackie 2033905AVEU0030 6/27/2013	1604VLZE BMC \$885.00	Audio Mixer Beech Street Center			Available	No 7/12/2013
706	Shure 1MG0153670 6/27/2013	SLX/Beta 87 BMC \$560.00	Wireless Mic Beech Street Center			Available	No 7/12/2013
707	Shure 1MG0153678 6/27/2013	SLX/Beta 87 BMC \$560.00	Wireless Mic Beech Street Center			Available	No 7/12/2013
708	Shure 1MG0153672 6/27/2013	SLX/Beta 87 BMC \$560.00	Wireless Mic Beech Street Center			Available	No 7/12/2013
709	Whirlwind 6/27/2013	BMC \$220.00	12 Channel 50' Snake Beech Street Center			Available	No 7/12/2013
713	Shure 042406141567 6/27/2013	MX410LP BMC \$722.00	Gooseneck Mic EDC			Available	No 7/23/2013
	Base MX400DP 042406141383						
714	Shure 042406141567 6/27/2013	MX410LP BMC \$722.00	Gooseneck Mic EDC			Available	No 7/23/2013
	Base MX400DP 8008046141383						
715	Shure 042406141567 6/27/2013	MX410LP BMC \$722.00	Gooseneck Mic EDC			Available	No 7/23/2013
	Base MX400DP 042406141383						
716	Shure 042406141567 6/27/2013	MX410LP BMC \$722.00	Gooseneck Mic EDC			Available	No 7/23/2013
	Base MX400DP 042406141383						
717	Shure 042406141567 6/27/2013	MX410LP BMC \$722.00	Gooseneck Mic EDC			Available	No 7/23/2013
	Base MX400DP 042406141383						
718	Shure 042406141567 6/27/2013	MX410LP BMC \$722.00	Gooseneck Mic EDC			Available	No 7/23/2013
	Base MX400DP 042406141383						
719	Shure 042406141567 6/27/2013	MX410LP BMC \$722.00	Gooseneck Mic EDC			Available	No 7/23/2013
	Base MX400DP 042406141567						
Type Totals: Beech Street Center Audio Pkg			Cost	\$7,839.00	Tax	Shipping	

Audio / Behringer Handheld Mics

Can Reserve? Yes

368	Behringer 6/27/2013	XM1800S BMC	Handheld Mics EDC			Available	No 1/4/2011
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Inventory By Group and Type, Owner: BMC
All Equip Groups, All Equip Locations, All Equip Statuses

Tag #	Manufacturer Serial # Purchase Date	Model Owner PO #	Cost	Tax	Description Location Shipping	Vendor	Status Warranty Expires	Capital Equip? Status Date Parts / Labor
Audio / Behringer Handheld Mics			Can Reserve? Yes					
369	Behringer	XM1800S BMC			Handheld Mics EDC		Available	No 1/4/2011
370	Behringer	XM1800S BMC			Handheld Mics EDC		Available	No 1/4/2011
371	Behringer	XM1800S BMC			Handheld Mics EDC		Available	No 1/4/2011
372	Behringer	XM1800S BMC			Handheld Mics EDC		Available	No 1/4/2011
373	Behringer	XM1800S BMC			Handheld Mics EDC		Available	No 1/4/2011
744	Electrovoice 9139	635A BMC			Handheld Mic EDC		Available	No 1/16/2014
745	Audiotechnica	MB1K BMC			Handheld Mic BMC		Available	No 1/16/2014
Type Totals: Behringer Handheld Mics			Cost	Tax	Shipping			
Audio / Don't Use			Can Reserve? Yes					
316	Shure	BMC			HH Mic BMC		NONE	No 1/16/2014
Record 328 duplicates this entry. -- ASD								
Type Totals: Don't Use			Cost	Tax	Shipping			
Audio / Floor Stands			Can Reserve? Yes					
325		BMC			Microphone Floor Stand EDC		Available	No 9/1/2008
378		BMC			Microphone Floor Stand EDC		Available	No 1/4/2011
379		BMC			Microphone Floor Stand EDC		Available	No 1/4/2011
380		BMC			Floor Stands EDC		Available	No 1/4/2011
381		BMC			Microphone Floor Stand EDC		Available	No 1/4/2011
Type Totals: Floor Stands			Cost	Tax	Shipping			
Audio / Gooseneck Mic			Can Reserve? Yes					

Inventory By Group and Type, Owner: BMC
 All Equip Groups, All Equip Locations, All Equip Statuses

Tag #	Manufacturer	Model	Description	Capital Equip?
	Serial #	Owner	Location	Status Date
	Purchase Date	PO #	Cost	Tax
			Shipping	Vendor
			Warranty Expires	Parts / Labor
Audio / Gooseneck Mic				
Can Reserve? Yes				
712	Shure	MX410LP	Gooseneck Mic	No
	042406141383	BMC	EDC	Available
	6/27/2013	\$722.00		1/16/2014
	Base MX400DP 042406141567			
Type Totals: Gooseneck Mic		Cost	\$722.00	Tax
			Shipping	
Audio / Headphones				
Can Reserve? Yes				
413	Sennheiser	HD 203	Headphones	No
	0270005062	BMC	EDC	Available
	1/28/2011	\$49.99		1/31/2011
414	Bose	TP-1A	Headphones	No
		BMC	EDC	NONE
				12/1/2011
415	Presidan		Headphones	No
		BMC	EDC	Available
				1/31/2011
474	Sennheiser	HD 203	Headphones	No
	0420001674	BMC	EDC	Available
	1/28/2011	\$49.99		3/9/2011
515	Behringer	HPS3000	Headphones	No
	G1103237189	BMC	EDC	Available
	4/28/2011	\$21.99		4/28/2011
521	Behringer	HPS3000	Headphones	No
	G1103236189	BMC	Green Room	Available
	4/28/2011	\$21.99		5/13/2011
Type Totals: Headphones		Cost	\$143.96	Tax
			Shipping	
Audio / Mic-Audio Technica-AT835b-Shotgun				
Can Reserve? Yes				
313	Audio Technica	AT835b	Mic-Audio Technica-AT835b-Shotgun	Yes
		BMC	BHS	NONE
				12/9/2008
	Missing since 2007			
Type Totals: Mic-Audio Technica-AT835b-S		Cost		Tax
			Shipping	
Audio / Microphone Boom Pole				
Can Reserve? Yes				
544	K-Tek	Klassic K-102CC	Microphone Boom Pole	No
	15646	BMC	EDC	Available
				8/8/2011
545	Rycote	Softie	Shotgun Windscreen	No
	033352	BMC	EDC	Available
				8/8/2011
Type Totals: Microphone Boom Pole		Cost		Tax
			Shipping	
Audio / Mic-Shure PG58 HH / PGX4-Receiver				
Can Reserve? Yes				
312	Shure	PG58/PGX	Mic-Shure PG58 HH / PGX4-Receiver	Yes
	1006060055-01	BMC	EDC	Available
				11/29/2006

Inventory By Group and Type, Owner: BMC
 All Equip Groups, All Equip Locations, All Equip Statuses

Tag #	Manufacturer	Model	Description	Capital Equip?
	Serial #	Owner	Location	Status Date
	Purchase Date	PO #	Cost	Tax
			Shipping	Vendor
			Warranty Expires	Parts / Labor
Audio / Mic-Shure PG58 HH / PGX4-Receiver			Can Reserve? Yes	
423	Shure	PG58/PGX	Mic-Shure PG58 HH / PGX4-Receiver	Yes
	1006060056-01	BMC	EDC	Available
				2/7/2011
Type Totals: Mic-Shure PG58 HH / PGX4-Re		Cost	Tax	Shipping
Audio / Portable PA			Can Reserve? Yes	
704	Samson	EP308i	Portable PA	No
	P8I3D8443	BMC	EDC	Available
	6/27/2013			7/12/2013
		\$489.00		
Type Totals: Portable PA		Cost	\$489.00	Tax
			Shipping	
Audio / PZM Mic			Can Reserve? Yes	
361	Shure	MX393	PZM Mic	No
		BMC	EDC	Available
				1/4/2011
362	Shure	MX393	PZM Mic	No
		BMC	EDC	Available
				1/4/2011
363	Shure	MX393	PZM Mic	No
		BMC	EDC	Available
				1/4/2011
Type Totals: PZM Mic		Cost	Tax	Shipping
Audio / Sennheiser ME66 Shotgun Mic			Can Reserve? Yes	
344	Sennheiser		Sennheiser ME66 Shotgun Mic	No
	162269	BMC	EDC	Available
				5/17/2010
Type Totals: Sennheiser ME66 Shotgun Mic		Cost	Tax	Shipping
Audio / Sennheiser Shotgun MKE400			Can Reserve? Yes	
323	Sennheiser		MKE400	No
		BMC	EDC	Available
	5/20/2008			5/21/2008
Type Totals: Sennheiser Shotgun MKE400		Cost	Tax	Shipping
Audio / Sennheisser Wireless Mic Kit			Can Reserve? Yes	
320	Sennheiser	EW100 G2	Wireless Lav Mic	No
		BMC	EDC	Available
	4/7/2008			3/31/2011
		\$700.00		
	Recv - 4071022326, Body Pack - 108438, Plug in - 4492018693 -- Freq: 528.500			
332	Sennheiser	EW100 G3	Wireless Mic Lav	No
		BMC	EDC	Available
	7/1/2009			1/2/2013
		\$700.00		9/14/2009
	Recv - 4300012376, Body Pak - 4310029354, Plug in - 4300004545, Freq: 525.000			
Type Totals: Sennheisser Wireless Mic Kit		Cost	\$1,400.00	Tax
			Shipping	
Audio / Shure 55SH-Vintage Table Mic			Can Reserve? Yes	

Inventory By Group and Type, Owner: BMC
All Equip Groups, All Equip Locations, All Equip Statuses

Tag #	Manufacturer	Model	Description	Capital Equip?
	Serial #	Owner	Location	Status Date
	Purchase Date	PO #	Cost	Tax
			Shipping	Vendor
				Warranty Expires
				Parts / Labor

Audio / Shure 55SH-Vintage Table Mic			Can Reserve? Yes	
306	Shure	55SH	Vintage Mic	No
		BMC	EDC	Available
				11/22/2006
374	Shure	55SH	Vintage Mic	No
		BMC	EDC	Available
				1/4/2011
375	Shure	55SH	Vintage Mic	No
		BMC	EDC	Available
				1/4/2011
376	Shure	55SH	Vintage Mic	No
		BMC	EDC	Available
				1/4/2011
377	Shure	55SH	Vintage Mic	No
		BMC	EDC	Available
				1/4/2011
Type Totals: Shure 55SH-Vintage Table Mic			Cost	Tax
				Shipping

Audio / Shure SM 58 Vocal Mic			Can Reserve? Yes	
687	Shure	SM58	Shure SM 58 Vocal Mic	No
		BMC	EDC	Available
	3/25/2013		\$99.00	3/27/2013
688	Shure	SM58	Shure SM 58 Vocal Mic	No
		BMC	EDC	Available
	3/25/2013		\$99.00	3/27/2013
689	Shure	SM58	Shure SM 58 Vocal Mic	No
		BMC	EDC	Available
	3/25/2013		\$99.00	3/27/2013
Type Totals: Shure SM 58 Vocal Mic			Cost	Tax
			\$297.00	Shipping

Audio / Sony ECM-44B Lavalier Mic			Can Reserve? Yes	
307	SONY	ECM-44B	Sony ECM-44B Lavalier Mic	Yes
	235829	BMC	EDC	Available
				12/20/2010
308	Sony	ECM-44B	Sony ECM-44B Lavalier Mic	Yes
		BMC	EDC	Available
				11/29/2006
309	SONY	ECM-44B	Sony ECM-44B Lavalier Mic	Yes
	235827	BMC	EDC	Repair
				1/16/2014
310	SONY	ECM-44B	Sony ECM-44B Lavalier Mic	Yes
	S010853914G	BMC	EDC	Available
	4/26/2011		\$198.00	6/13/2011
342	Sony	ECM 44B	Sony ECM-44B Lavalier Mic	No
	S010853911D	BMC	EDC	Available
	4/26/2011		\$198.00	6/13/2011
528	Sony	ECM 44B	Lavalier Mic	No
	S010853913F	BMC	EDC	Available
	4/26/2011		\$198.00	6/13/2011

Inventory By Group and Type, Owner: BMC
All Equip Groups, All Equip Locations, All Equip Statuses

Tag #	Manufacturer	Model	Description	Capital Equip?
	Serial #	Owner	Location	Status
	Purchase Date	PO #	Cost	Tax
			Shipping	Vendor
			Warranty Expires	Parts / Labor
Audio / Sony ECM-44B Lavalier Mic				
Can Reserve? Yes				
Type Totals: Sony ECM-44B Lavalier Mic				
		Cost	\$594.00	Tax
				Shipping
Audio / Sports Audio Kit				
Can Reserve? Yes				
670	Azden	FMX-22	2 Channel Audio Mixer	No
	G20520042	BMC	EDC	Available
	11/14/2012		\$309.00	11/27/2012
671	Beyerdynamic	DT290 200/80	Commentator Headset	No
	48862	BMC	EDC	Available
	11/14/2012		\$340.00	11/27/2012
672	Beyerdynamic	DT290 200/80	Commentator Headset	No
	48873	BMC	EDC	Available
	11/14/2012		\$340.00	11/27/2012
673	Telex		8 Channel Headphone Splitter	No
		BMC	EDC	Available
			\$10.00	11/27/2012
Type Totals: Sports Audio Kit				
		Cost	\$999.00	Tax
				Shipping
Audio / Studio Wireless Handheld Channel 6				
Can Reserve? Yes				
496	Shure	SLX2	Studio Wireless Handheld Channel 6	No
	1IH2858461-03	BMC	EDC	Available
	6/25/2009			4/25/2011
Type Totals: Studio Wireless Handheld Cha				
		Cost		Tax
				Shipping
Audio / Studio Wireless Handheld Channel 7				
Can Reserve? Yes				
495	Shure	SLX2	Studio Wireless Handheld Channel 7	No
	1IG0208477-02	BMC	EDC	Available
	6/25/2009			4/25/2011
Type Totals: Studio Wireless Handheld Cha				
		Cost		Tax
				Shipping
Audio / Studio Wireless Handheld Channel 8				
Can Reserve? Yes				
497	Shure	SLX2	Studio Wireless Handheld Channel 8	No
	1IC0287703-05	BMC	EDC	Available
	6/25/2009			4/25/2011
Type Totals: Studio Wireless Handheld Cha				
		Cost		Tax
				Shipping
Audio / Studio Wireless Handheld Channel 9				
Can Reserve? Yes				
809	Shure		Studio Wireless Handheld Channel 9	No
		BMC	EDC	Available
				2/20/2014
Type Totals: Studio Wireless Handheld Cha				
		Cost		Tax
				Shipping
Audio / Studio Wireless Lav Channel 6				
Can Reserve? Yes				
498	Shure	SLX1	Studio Wireless Lav Channel 6	No
	1IH2858461-02	BMC	EDC	Available
	6/25/2009			4/25/2011
Type Totals: Studio Wireless Lav Channel 6				
		Cost		Tax
				Shipping

Inventory By Group and Type, Owner: BMC
 All Equip Groups, All Equip Locations, All Equip Statuses

Tag #	Manufacturer Serial #	Model Owner	Description Location	Capital Equip? Status	Status Date
Purchase Date	PO #	Cost	Tax	Shipping	Vendor
Warranty Expires Parts / Labor					
Audio / Studio Wireless Lav Channel 7			Can Reserve? Yes		
499	Shure 11G0208477-04 6/25/2009	SLX1 BMC	Studio Wireless Lav Channel 7 EDC	No Available	4/25/2011
Type Totals: Studio Wireless Lav Channel 7		Cost	Tax	Shipping	
Audio / Studio Wireless Lav Channel 8			Can Reserve? Yes		
500	Shure 11G0208495-05 6/25/2009	SLX1 BMC	Studio Wireless Lav Channel 8 EDC	No Available	4/25/2011
Type Totals: Studio Wireless Lav Channel 8		Cost	Tax	Shipping	
Audio / Table Stand			Can Reserve? Yes		
324		BMC	Microphone Table Stand EDC	No Available	9/1/2008
326		BMC	Microphone Table Stand # 2 EDC	No Available	9/1/2008
330		BMC	Table Stand EDC	No Available	12/9/2008
418		BMC	Table Stand EDC	No Available	2/7/2011
419		BMC	Table Stand EDC	No Available	2/7/2011
420		BMC	Table Stand EDC	No Available	2/7/2011
421		BMC	Table Stand EDC	No Available	2/7/2011
422		BMC	Table Stand EDC	No Available	2/7/2011
Type Totals: Table Stand		Cost	Tax	Shipping	
Audio / USB VO Mic			Can Reserve? Yes		
476	MXL 3/11/2011	Studio 1 Kit BMC \$76.00	USB VO Mic EDC	No Available	3/11/2011
Type Totals: USB VO Mic		Cost	\$76.00 Tax	Shipping	
Audio / XLR-XLR audio cables			Can Reserve? Yes		
388		15 Foot BMC	15 Foot XLR-XLR Cable EDC	No Available	1/14/2011

Inventory By Group and Type, Owner: BMC
All Equip Groups, All Equip Locations, All Equip Statuses

Tag #	Manufacturer Serial #	Model Owner	Description Location	Capital Equip? Status	Status Date			
	Purchase Date	PO #	Cost	Tax	Shipping	Vendor	Warranty Expires	Parts / Labor
Audio / XLR-XLR audio cables			Can Reserve? Yes					
389		25 Foot BMC	25 Foot XLR-XLR Cable EDC				Available	No 1/14/2011
390		25 Foot BMC	25 Foot XLR-XLR Cable EDC				Available	No 1/14/2011
391		50 Foot BMC	50 Foot XLR-XLR Cable EDC				Available	No 1/14/2011
392		25 Foot BMC	25 Foot XLR-XLR Cable EDC				Available	No 1/14/2011
393		25 Foot BMC	25 Foot XLR-XLR Cable EDC				Available	No 1/14/2011
394		25 Foot BMC	25 Foot XLR-XLR Cable EDC				Available	No 1/14/2011
395		10 Foot BMC	10 Foot XLR-XLR Cable EDC				Available	No 1/14/2011
396		6 Foot BMC	6 Foot XLR-XLR Cable EDC				Available	No 1/14/2011
397		6 Foot BMC	6 Foot XLR-XLR Cable EDC				Available	No 1/14/2011
398		6 Foot BMC	6 Foot XLR-XLR Cable EDC				Available	No 1/14/2011
399		50 Foot BMC	50 Foot XLR-XLR Cable EDC				Available	No 1/14/2011
400		100 Foot BMC	100 Foot XLR-XLR Cable EDC				Available	No 1/14/2011
477		6 Foot BMC	6 Foot XLR-XLR audio Cable EDC				Available	No 3/14/2011
489		10 Foot BMC	10 Foot XLR-XLR audio cable EDC				Available	No 4/20/2011
569		15 Foot BMC	15 Foot XLR-XLR audio Cable EDC				Available	No 11/2/2011
570		25 Foot BMC	25 Foot XLR-XLR audio Cable EDC				Available	No 11/2/2011

Inventory By Group and Type, Owner: BMC
All Equip Groups, All Equip Locations, All Equip Statuses

Tag #	Manufacturer Serial #	Model Owner	Description Location	Capital Equip? Status	Status Date
	Purchase Date	PO #	Cost	Tax	Shipping
			Vendor	Warranty Expires	Parts / Labor
Audio / XLR-XLR audio cables			Can Reserve? Yes		
680		10 Foot BMC	10 Foot XLR-XLR Audio Cable EDC	Available	No 2/21/2013
681		15 Foot BMC	15 Foot XLR-XLR Audio Cable EDC	Available	No 2/21/2013
682		15 Foot BMC	15 Foot XLR-XLR Audio Cable EDC	Available	No 2/21/2013
684		15 Foot BMC	15 Foot XLR-XLR Audio Cable EDC	Available	No 3/5/2013
685		15 Foot BMC	15 Foot XLR-XLR Audio Cable EDC	Available	No 3/5/2013
Type Totals: XLR-XLR audio cables		Cost	Tax	Shipping	
Group Totals: Audio		Cost	\$12,559.96	Tax	Shipping
Edit / Apple MacBook #2			Can Reserve? Yes		
322		BMC	Apple MacBook #2 - Laptop EDC	Available	No 4/1/2008
Use for Powerpoint Presentations in Studio, Packaged with Projector					
Type Totals: Apple MacBook #2		Cost	Tax	Shipping	
Edit / Apple MacBook Pro #1			Can Reserve? Yes		
338	W89959EX7XK	BMC	Apple MacBook Pro #1 - laptop EDC	Available	No 2/18/2010
Type Totals: Apple MacBook Pro #1		Cost	Tax	Shipping	
Edit / Apple MacBook Pro #2			Can Reserve? Yes		
339	W80050EZ7XK	BMC	Apple MacBook Pro #2 - laptop EDC	Available	No 2/18/2010
Type Totals: Apple MacBook Pro #2		Cost	Tax	Shipping	
Edit / Apple MacBook Pro #3			Can Reserve? Yes		
340	W80050EY7XK	BMC	Apple MacBook Pro #3 - laptop EDC	Available	No 2/18/2010
Type Totals: Apple MacBook Pro #3		Cost	Tax	Shipping	
Edit / Apple MacBook Pro #4			Can Reserve? Yes		
341	Apple W80050F07XK	Macbook Pro BMC	Apple MacBook Pro #4 - laptop EDC	Available	No 2/18/2010

Inventory By Group and Type, Owner: BMC
All Equip Groups, All Equip Locations, All Equip Statuses

Tag #	Manufacturer	Model	Description	Capital Equip?
	Serial #	Owner	Location	Status Date
	Purchase Date	PO #	Cost	Tax
			Shipping	Vendor
			Warranty Expires	Parts / Labor

Edit / Apple MacBook Pro #4

Can Reserve? Yes

Type Totals: Apple MacBook Pro #4 Cost Tax Shipping

Edit / Edit B

Can Reserve? Yes

345	Apple	iMac i7	iMac Computer	No
	W80321ATGXU	BMC	Edit B	Available
	12/9/2010	\$3,000.00		10/30/2013
522	San Disk	Image Mate	USB Card Reader	No
		BMC	Edit B	Available
	5/23/2011	\$44.00		5/23/2011
549	Acer	S201HL	LED Monitor	No
	ETLNY0800312100D9342	BMC	Edit B	Available
		\$99.00		8/23/2011
596	Panasonic	PLCD24HD	Video Monitor	Yes
	PNS1109AZT00018	BMC	Edit B	Available
	3/23/2012	\$1,348.00		3/30/2012
822	JVC	BR-DV3000	DV Deck	No
	06247918	BMC	Edit B	Available
				2/27/2014
823	Kramer	VS-30FW	Firewire Hub	No
	02109152300274	BMC	Edit B	Available
				2/27/2014

Type Totals: Edit B Cost \$4,491.00 Tax Shipping

Edit / Edit A

Can Reserve? Yes

337	Panasonic	PLCD24HD	Video Monitor	Yes
	PNS1112BPT00023	BMC	Edit A	Available
	3/23/2012	\$1,348.00		3/30/2012
343	Apple	iMac Intel i5	27" Screen	Yes
	W80061VK5RU	BMC	Edit A	Available
	2/1/2010	\$3,000.00		3/23/2010
	iMac 3			
523	San Disk	Image Mate	USB Card Reader	No
		BMC	Edit A	Available
	5/23/2011	\$44.00		5/23/2011
548	Acer	S201HL	LED Monitor	No
	ETLNY0800312100D3142	BMC	Edit A	Available
		\$99.00		8/23/2011
824	JVC	BR-DV3000	DV Deck	No
	08248253	BMC	Edit A	Available
				2/27/2014
825	Sony	RDR-GX257	DVD Burner	No
	6146133	BMC	Edit A	Available
				2/27/2014
826	Kramer	VS-30FW	Firewire Hub	No
	11094792800072	BMC	Edit B	Available
				2/27/2014

Type Totals: Edit A Cost \$4,491.00 Tax Shipping

Edit / Edit C

Can Reserve? Yes

Inventory By Group and Type, Owner: BMC
 All Equip Groups, All Equip Locations, All Equip Statuses

Tag #	Manufacturer Serial # Purchase Date	Model Owner PO # Cost	Description Location Tax Shipping	Capital Equip? Status Warranty Expires	Status Date Parts / Labor
Edit / Edit C		Can Reserve? Yes			
321	Apple W8747AJ4X86	iMac Core 2 Duo BMC	iMac Computer Conference Room	Available	No 4/1/2008
Type Totals: Edit C		Cost	Tax	Shipping	
Edit / External Blu-Ray Drive		Can Reserve? Yes			
729	VinPower Digital VPD7145525 11/1/2013	External Blu-Ray Drive BMC \$220.00	EDC	Available	No 11/22/2013
Type Totals: External Blu-Ray Drive		Cost	\$220.00	Tax	Shipping
Edit / External Editing Drives		Can Reserve? Yes			
606	OWC 5VG08WGA	250 GB BMC	250 GB External Editing Drives EDC	Available	No 4/23/2012
Drive 1A					
652	OWC 71G80MTD	1TB BMC	1 TB External Editin Drive EDC	Available	No 6/7/2012
Assigned to Adam					
677	OWC 11904346 1/8/2013	1TB BMC	1 TB External Editin Drive EDC	Available	No 1/11/2013
Assigned to Julie					
678	OWC 11904348 1/8/2013	1TB BMC	1 TB External Editin Drive EDC	Available	No 1/11/2013
Assigned to Sports					
Type Totals: External Editing Drives		Cost	Tax	Shipping	
Edit / OWC 750GB External Editing Drive		Can Reserve? Yes			
649	OWC 10470985 6/1/2012	75GB BMC \$155.00	OWC 750GB External Editing Drive EDC	Available	No 6/7/2012
Drive 12 -- 59DDT6SA					
650	OWC 10529582 6/1/2012	75GB BMC \$155.00	OWC 750GB External Editing Drive EDC	Available	No 6/7/2012
Drive 13 -- WXB1A1127384					
651	OWC 10470986 6/1/2012	75GB BMC \$155.00	OWC 750GB External Editing Drive EDC	Available	No 6/7/2012
Drive 14 -- WX31A61M6366					
Type Totals: OWC 750GB External Editing		Cost	\$465.00	Tax	Shipping
Group Totals: Edit		Cost	\$9,667.00	Tax	Shipping
Ext HD / 250gb-800/400/USB2.0 Ext HD		Can Reserve? Yes			

Inventory By Group and Type, Owner: BMC
All Equip Groups, All Equip Locations, All Equip Statuses

Tag #	Manufacturer Serial # Purchase Date	Model Owner PO # Cost	Description Location Shipping	Vendor	Status Warranty Expires	Capital Equip? Status Date Parts / Labor
Ext HD / 250gb-800/400/USB2.0 Ext HD			Can Reserve? Yes			
1	OWC 5VG2ZLQP 1/25/2010	400/800/2.0 BMC \$100.00	250gb-800/400/USB2.0 Ext HD EDC		Available	Yes 1/25/2010
2	OWC 5VG2YNKJ 1/25/2010	800/400/2.0 BMC \$100.00	250gb-800/400/USB2.0 Ext HD EDC		Available	No 1/25/2010
3	OWC 5VG2YA05 1/25/2010	800/400/2.0 BMC \$100.00	250gb-800/400/USB2.0 Ext HD EDC		Available	No 1/25/2010
4	OWC 5VG2XFZP 1/25/2010	800/400/2.0 BMC \$100.00	250gb-800/400/USB2.0 Ext HD EDC		Available	No 1/25/2010
511	Other World Computing 1/25/2010	BMC \$100.00	250gb-800/400/USB2.0 Ext HD EDC		Available	No 4/28/2011
512	Other World Computing 1/25/2010	BMC \$100.00	250gb-800/400/USB2.0 Ext HD EDC		Available	No 4/28/2011
Type Totals: 250gb-800/400/USB2.0 Ext HD			Cost	\$600.00	Tax	Shipping
Ext HD / 5000gb-800/400/USB2.0 Ext HD			Can Reserve? Yes			
513	Other World Computing GLGTMJ0J 4/25/2011	BMC \$118.00	5000gb-800/400/USB2.0 Ext HD EDC		Available	No 4/28/2011
514	Other World Computing GLGR5SEJ 4/25/2011	BMC \$118.00	5000gb-800/400/USB2.0 Ext HD EDC		Available	No 4/28/2011
517	Other World Computing GLGU0DAJ 4/25/2011	BMC \$118.00	5000gb-800/400/USB2.0 Ext HD EDC		Available	No 4/28/2011
518	Other World Computing GLGUPP5J 4/25/2011	BMC \$118.00	5000gb-800/400/USB2.0 Ext HD EDC		Available	No 4/28/2011
519	Other World Computing GLGV6JHJ 4/25/2011	BMC \$118.00	5000gb-800/400/USB2.0 Ext HD EDC		Available	No 4/28/2011
Type Totals: 5000gb-800/400/USB2.0 Ext HD			Cost	\$590.00	Tax	Shipping
Group Totals: Ext HD			Cost	\$1,190.00	Tax	Shipping
Lighting /			Can Reserve? Yes			
319	Swit 7-75681 2/12/2008	S-2010 BMC \$500.00	Swit S-2010 LED Camera Light EDC		Available	No 2/21/2008
748	Lowel 4508	CamPak Pro BMC	On Camera Light EDC		Available	No 1/16/2014
Power Pack and Light						
Type Totals:			Cost	\$500.00	Tax	Shipping

Inventory By Group and Type, Owner: BMC
 All Equip Groups, All Equip Locations, All Equip Statuses

Tag #	Manufacturer Serial # Purchase Date	Model Owner PO # Cost	Description Location Tax Shipping	Capital Equip? Status Warranty Expires Parts / Labor	Status Date
Lighting / Light Kit			Can Reserve? Yes		
539	Lowel	Onmi Light Kit BMC	Omni Light Kit EDC	Available	No 7/27/2011
749	Lowel	Tota Kit BMC	Tota Light Kit EDC	Available	No 1/16/2014
751	Lowel	Pro BMC	Single Light EDC	Available	No 1/16/2014
Type Totals: Light Kit		Cost	Tax	Shipping	
Lighting / Softbox Light Kit			Can Reserve? Yes		
736	PBL	BMC	Softbox Light Kit EDC	Available	No 12/16/2013
Type Totals: Softbox Light Kit		Cost	Tax	Shipping	
Group Totals: Lighting		Cost	\$500.00	Tax	Shipping
Office / conference & classroom			Can Reserve? Yes		
584	Brother U62248K9J384381	HL-5370W BMC	Black/White Printer Conference Room	NONE	No 2/26/2014
		\$200.00			
	Trashed 2/26/14 -- ASD. BER				
585	Brother U62272M9J290067	MFC-8480DN BMC	Multifunction Printer Conference Room	Available	No 2/14/2012
		\$300.00			
586	Samsung AUD23CPS800025Y	LN52B550K1FXZA BMC	52 Inch LCD Monitor Conference Room	Available	No 2/14/2012
812	Presidan D28611796	BMC	DVD Burner Conference Room	Available	No 2/26/2014
Type Totals: conference & classroom		Cost	\$500.00	Tax	Shipping
Office / DLP Projector			Can Reserve? Yes		
635	Optoma Q8FF206AAAAAC0674	HD66 BMC	DLP Projector EDC	Available	No 5/7/2012
	5/2/2012	\$650.00			
Type Totals: DLP Projector		Cost	\$650.00	Tax	Shipping
Office / Equipment in Storage Upstairs			Can Reserve? No		
315	Apple W87265S9YA2	iBook 2007 BMC	i Book Storage	Available	Yes 10/2/2007
	7/2/2007	\$1,200.00	\$0.00	\$0.00	
	OS: Tiger (10.4.11) ->Lion				

Inventory By Group and Type, Owner: BMC
 All Equip Groups, All Equip Locations, All Equip Statuses

Tag #	Manufacturer	Model	Description	Capital Equip?
	Serial #	Owner	Location	Status Date
	Purchase Date	PO #	Cost	Tax
			Shipping	Vendor
			Warranty Expires	Parts / Labor
Office / Equipment in Storage Upstairs			Can Reserve? No	
327	Apple		Apple Macbook #3 - laptop	No
	WQ8086SM0P1	BMC	Storage	NONE
	OS: Leopard (10.5.8) -- Sold 2/12/14 -- ASD			
335	Zenith	ZRY-316	DVD/VHS Recoder	Yes
	591-16362084	BMC	Storage	Available
	10/3/2009	\$500.00		2/3/2010
357	Tricaster		Switcher	No
	C1A1T7484429034	BMC	Storage	Available
	11/22/2010			12/15/2010
434	JVC	TM-H150CGU	Monitor	No
	16370455	BMC	Storage	Available
		\$656.00		2/9/2011
441	Memorex	MDV20	DVD Player	No
		BMC	Storage	Available
				2/9/2011
449	Kramer	VS-1201	Router	No
		BMC	Storage	Available
				2/9/2011
453	Leprecon	624	Lighting Board	No
	1027344	BMC	Storage	Available
				2/10/2011
739	TVOne	1T-TBC	TBC	No
	200512140024	BMC	Storage	Available
				1/16/2014
	Power Supplies Included			
740	TVOne	1T-TBC	TBC	No
	200512140023	BMC	Storage	Available
				1/16/2014
	Power Supply Included			
741	Discover Video	Vbrick 6000	Web Streammer	No
	01100501333	BMC	Storage	Available
				1/16/2014
	Power Supply Included			
742	Shure	Microflex Lav	Shure Lav Mic	No
		BMC	Storage	Available
				1/16/2014
743	Shure	Microflex Lav	Shure Lav Mic	No
		BMC	Storage	Available
				1/16/2014
752	Kramer	105VB	Video DA	No
	06060672899	BMC	Storage	Available
				1/16/2014
753	Axis	211W	Network Camera	No
	00408CA1CB63	BMC	Storage	Available
				1/16/2014
754	AV Tool	AVT4714	AV DA	No
	9798026087	BMC	Storage	Available
				1/16/2014

Inventory By Group and Type, Owner: BMC
 All Equip Groups, All Equip Locations, All Equip Statuses

Tag #	Manufacturer Serial # Purchase Date	Model Owner PO # Cost	Description Location Tax Shipping	Vendor	Capital Equip? Status Warranty Expires	Status Date Parts / Labor	
Office / Equipment in Storage Upstairs			Can Reserve? No				
769	Bogan	3067 BMC	Camera Dolly Storage		Available	No 2/4/2014	
770	Bogan	3067 BMC	Camera Dolly Storage		Available	No 2/4/2014	
771	Bogan	3127 BMC	Camera Dolly Storage		Available	No 2/4/2014	
774	Pocketvision 070601292	BMC	5" Monitor Storage		Available	No 2/12/2014	
775	Shure	WL50B BMC	Lav Mic for Wireless Kits Storage		Available	No 2/12/2014	
776	Panasonic 9XA00430	MX-20 BMC	Switcher Storage		Available	No 2/12/2014	
Type Totals: Equipment in Storage Upstairs		Cost	\$2,356.00	Tax	\$0.00	Shipping	\$0.00
Office / Front Desk Area			Can Reserve? No				
588	NEC 773542485-0A	LCD1525M BMC	LCD Computer Monitor Front Desk		Available	No 2/14/2012	
590	Magnavox DS1A0925105010	19MF339B BMC	LCD Monitor Front Desk		Available	No 2/14/2012	
		\$225.00					
591	Magnavox DS1A0925105023	19MF339B BMC	LCD Monitor Front Desk		Available	No 2/14/2012	
		\$225.00					
592	Magnavox DS1A0925104062	19MF339B BMC	LCD Monitor Front Desk		Available	No 2/14/2012	
		\$225.00					
593	Samsung 1497BAYZ900069R	CLP-315W BMC	Color Laser Printer Front Desk		Available	No 2/14/2012	
		\$379.00					
594	HP 2CE2020D30	Pavilion BMC	Laptop Front Desk		Available	No 2/15/2012	
		\$600.00					
595	Viewsonic RPX115001595	VA2431WVM BMC	24 Inch LCD Monitor Front Desk		Available	No 3/1/2012	
		\$170.00					
659	Gateway DTGDLAA00222200F6292 9/27/2012	SX2865 BMC	Computer Front Desk		Available	No 10/2/2012	
686	Acer 60V4D8MUS1-V5 3/1/2013	TravelMate 8573 BMC	TD Laptop EDC		Available	No 3/7/2013	
Technical Director Computer							

Inventory By Group and Type, Owner: BMC
 All Equip Groups, All Equip Locations, All Equip Statuses

Tag #	Manufacturer Serial # Purchase Date	Model Owner PO # Cost	Description Location Tax Shipping	Capital Equip? Status Warranty Expires Parts / Labor	Status Date
Office / Front Desk Area			Can Reserve? No		
767	Dell BSHXT21	XPS BMC	EDC Equipment Check Out Computer EDC	Available	No 1/17/2014
768	HP TH6AP831KX	Deskjet D4160 BMC	EDC Printer EDC	Available	No 1/17/2014
821	NEC 14A1950UA	LCD1525M BMC	LCD Monitor Front Desk	Available	No 2/26/2014
828	Mac	Mac Book Pro BMC	Laptop Computer Front Desk	Available	No 2/27/2014
Assigned to Jeff					
829	Acer	Aspire 5315 BMC	PC Laptop Front Desk	Available	No 2/27/2014
PC Laptop Assigned to Jeff for Facil Access					
830	Canon	Pixma MP210 BMC	Printer Front Desk	Available	No 2/27/2014
ED Office					
Type Totals: Front Desk Area		Cost	\$1,824.00	Tax	Shipping
Office / Gallery at BMC			Can Reserve? Yes		
541		BMC	Gallery at BMC Green Room	Available	No 7/27/2011
Type Totals: Gallery at BMC		Cost		Tax	Shipping
Office / Green Room			Can Reserve? Yes		
346	Apple W8545H79TAR	iMac G5 BMC	Apple Computer Green Room	Available	No 12/9/2010
358	Toshiba A43R94485U5300 12/21/2010	SD4300 BMC \$42.00	CD/DVD Player Green Room	Available	No 12/21/2010
431	Acer	Aspire 5532 BMC	Laptop Green Room	Available	No 2/9/2011
s/n: LXPGX020059381A7261601					
540	Samson AMLH3CES200033V	PN58A650T1FXZA BMC	LCD Monitor Green Room	Available	No 7/27/2011
604	Dell CN0RNMH674445998518S 4/9/2012	P190ST BMC	LCD Computer Monitor Green Room	Available	No 4/11/2012
640	Yamaha 21Y951762PR 5/9/2012	YAS-101 BMC \$250.00	Surround Sound Bar Green Room	Available	No 5/11/2012

Inventory By Group and Type, Owner: BMC
 All Equip Groups, All Equip Locations, All Equip Statuses

Tag #	Manufacturer Serial # Purchase Date	Model Owner PO # Cost	Description Location Tax Shipping	Vendor	Status Warranty Expires	Capital Equip? Status Date Parts / Labor
Office / Green Room			Can Reserve? Yes			
813	Dell CN0T6116716185ANAJ02	1905FP BMC	LCD Monitor Green Room		Available	No 2/26/2014
814	Epson GCSK302299	R320 BMC	Printer Green Room		Available	No 2/26/2014
817	Canon	MP210 BMC	Printer Green Room		Available	No 2/26/2014
818	Dell	Optiplex GX1 BMC	Facil workstation Computer Green Room		Available	No 2/26/2014
819	HP CNU038PN5	Pavilion Dv5 BMC	Laptop Green Room		Available	No 2/26/2014
Assigned to Julie for Facil						
820	Mac Book Pro	BMC	Laptop Green Room		Available	No 2/26/2014
Assigned to Julie						
Type Totals: Green Room		Cost	\$292.00	Tax	Shipping	
Office / Training DVD Library			Can Reserve? Yes			
529	Class on Demand 821249601991	Proccoder 2 BMC	Proccoder 2 Training DVD EDC		Available	No 7/7/2011
3 Disk Set						
530	Class on Demand 821249929002	Windows 7 BMC	Windows 7 Training DVD EDC		Available	No 7/7/2011
531	Class on Demand 821249939001	Snow Leopard BMC	Mac OS X Snow Leopard Training DVD EDC		Available	No 7/7/2011
532	Class on Demand 821249906003	VT 5 BMC	VT 5 Training DVD EDC		Available	No 7/7/2011
533	Class On Demand 821249801506	SpeedEdit BMC	Speed Edit Training DVD EDC		Available	No 7/7/2011
534	Class On Demand 821249908007	Sorenson Squeez BMC	Sorenson Squeeze Training DVD EDC		Available	No 7/7/2011
535	Class On Demand 821249909400	Illustrator BMC	Illustrator Training DVD EDC		Available	No 7/7/2011
536	Class On Demand 821249909806	Premere Pro CS4 BMC	Premere Pro CS4 Training DVD EDC		Available	No 7/7/2011

Inventory By Group and Type, Owner: BMC
 All Equip Groups, All Equip Locations, All Equip Statuses

Tag #	Manufacturer Serial # Purchase Date	Model Owner PO # Cost	Description Location Shipping	Capital Equip? Status Warranty Expires	Status Date Parts / Labor
Office / Training DVD Library		Can Reserve? Yes			
571	BMC Training Series	Sony NX-5 BMC	Sony NX-5 Training DVD EDC	Available	No 11/11/2011
Type Totals: Training DVD Library		Cost	Tax	Shipping	
Office / WiFi Hotspot		Can Reserve? Yes			
657	Sierra Wireless	Elevate 4G BMC	WiFi Hotspot EDC	Available	No 9/13/2012
Type Totals: WiFi Hotspot		Cost	Tax	Shipping	
Group Totals: Office		Cost	\$5,622.00	Tax	\$0.00
Other / Archive Dubbing Station in Greenroom		Can Reserve? Yes			
336	JVC 071H0749 2/3/2006	SRVS30 BMC \$700.00	DV/MiniDV/VHS Tape Deck Green Room	Available	Yes 2/3/2010
642	Toshiba C06A98294U6300 5/30/2012	DR430KU BMC \$130.00	DVD Burner Green Room	Available	No 5/30/2012
653	JVC 12801369 2/3/2006	TM-A130SU BMC	Monitor Green Room	Available	No 6/15/2012
654	Panasonic J3TB00993 2/3/2006	AG-5700 BMC	SVHS Deck Green Room	Available	No 6/15/2012
Type Totals: Archive Dubbing Station in Gr		Cost	\$830.00	Tax	Shipping
Other / Camera Mount		Can Reserve? Yes			
679	Manfrotto 244 Magic Arm, Camera Mounting Plate, Clamp	BMC	Magic Arm EDC	Available	No 2/5/2013
Type Totals: Camera Mount		Cost	Tax	Shipping	
Other / Disk Duplicators		Can Reserve? Yes			
728	Disk Makers DUP80264948 11/14/2013	Reflex BMC \$400.00	Blu-Ray Duplicator Green Room	Available	No 11/21/2013
815	Octave DUP80240657	BMC	3 Disk Duplicator Green Room	Available	No 2/26/2014
816	Octave DUP80230246	BMC	1 Disk Duplicator Green Room	Available	No 2/26/2014
Type Totals: Disk Duplicators		Cost	\$400.00	Tax	Shipping
Other / Equipment Dolly Cart		Can Reserve? Yes			

Inventory By Group and Type, Owner: BMC
All Equip Groups, All Equip Locations, All Equip Statuses

Tag #	Manufacturer	Model	Description	Capital Equip?
	Serial #	Owner	Location	Status Date
	Purchase Date	PO #	Cost	Tax
			Shipping	Vendor
			Warranty Expires	Parts / Labor
Other / Equipment Dolly Cart				
Can Reserve? Yes				
722	Reilus		Equipment Dolly Cart	No
		BMC	EDC	Available
	8/7/2013		\$151.00	8/19/2013
Type Totals: Equipment Dolly Cart				
		Cost	\$151.00	Tax
				Shipping
Other / Extension cable-ac power				
Can Reserve? Yes				
424			Extension cable-ac power	No
		BMC	EDC	Available
				2/8/2011
425			Extension cable-ac power	No
		BMC	EDC	Available
				2/8/2011
426			Extension cable-ac power	No
		BMC	EDC	Available
				2/8/2011
Has 3 way power strip attached				
483			Extension cable-ac power	No
		BMC	EDC	Available
				4/5/2011
575			Extension cable-ac power	No
		BMC	EDC	Available
				11/28/2011
755			Extension cable-ac power	No
		BMC	EDC	Available
				1/16/2014
756			Extension cable-ac power	No
		BMC	EDC	Available
				1/16/2014
Type Totals: Extension cable-ac power				
		Cost		Tax
				Shipping
Other / iPad				
Can Reserve? Yes				
658	Apple	iPad	iPad	No
	DMPJ5DXJDJ8T	BMC	EDC	Available
	9/24/2012		\$400.00	9/24/2012
Type Totals: iPad				
		Cost	\$400.00	Tax
				Shipping
Other / LED Timer				
Can Reserve? Yes				
408	ESE	ES-391AE	LED Timer	No
	9005	BMC	EDC	Available
				1/24/2011
Type Totals: LED Timer				
		Cost		Tax
				Shipping
Other / Reflector-Lastolite-White/Gold				
Can Reserve? Yes				
314	Lastolite	portable	Reflector-2-sided-white/gold	Yes
		BMC	EDC	Available
				11/29/2006
Type Totals: Reflector-Lastolite-White/Gold				
		Cost		Tax
				Shipping

Inventory By Group and Type, Owner: BMC
All Equip Groups, All Equip Locations, All Equip Statuses

Tag #	Manufacturer Serial #	Model Owner	Description Location	Capital Equip? Status Date				
	Purchase Date	PO #	Cost	Tax	Shipping	Vendor	Warranty Expires	Parts / Labor
Other / Sandbags-20lb		Can Reserve? Yes						
479	Eclipse		Sandbags-20lb	No				
		BMC	EDC	Available	3/17/2011			
480	Eclipse		Sandbags-20lb	No				
		BMC	EDC	Available	3/17/2011			
481	Eclipse		Sandbags-20lb	No				
		BMC	EDC	Available	3/17/2011			
750	Eclipse		Sandbags-20lb	No				
		BMC	EDC	Available	1/16/2014			
Type Totals: Sandbags-20lb		Cost	Tax	Shipping				
Other / Slate		Can Reserve? Yes						
690			Slate	No				
		BMC	EDC	Available	4/4/2013			
Type Totals: Slate		Cost	Tax	Shipping				
Other / Still Camera		Can Reserve? Yes						
485	Olympus	FE-115	Still Camera	No				
		BMC	EDC	Available	4/19/2011			
Type Totals: Still Camera		Cost	Tax	Shipping				
Other / Wireless Intecom System		Can Reserve? Yes						
383	Telex	BTR800	Base Station	No				
	9807 800	BMC	EDC	Available	12/2/2013			
	11/15/2013	\$3,959.00						
	Headsets for each device.							
384	Telex	TR800	Beltpack	No				
	3608	BMC	EDC	Available	12/2/2013			
	11/15/2013	\$1,267.00						
385	Telex	TR800	Beltpack	No				
	3614	BMC	EDC	Available	12/2/2013			
	11/15/2013	\$1,267.00						
386	Telex	TR800	Beltpack	No				
	3610	BMC	EDC	Available	12/2/2013			
	11/15/2013	\$1,267.00						
387	Telex	TR800	Beltpack	No				
	3611	BMC	EDC	Available	12/2/2013			
	11/15/2013	\$1,267.00						
731	Telex	BC800NM4	Battery Packs and Charger	No				
	SE1-00748	BMC	EDC	Available	12/2/2013			
	11/15/2013	\$984.00						
732	GAM	USS2	Antenna	No				
		BMC	EDC	Available	12/2/2013			
	11/15/2013	\$164.25						

Inventory By Group and Type, Owner: BMC
All Equip Groups, All Equip Locations, All Equip Statuses

Tag #	Manufacturer Serial # Purchase Date	Model Owner PO # Cost	Description Location Tax Shipping	Vendor	Status Warranty Expires	Capital Equip? Status Date Parts / Labor
Other / Wireless Intecom System			Can Reserve? Yes			
733	GAM	USS2	Antenna			No
		BMC	EDC		Available	12/2/2013
	11/15/2013	\$164.25				
734	Avenger	A0035B	Stand			No
		BMC	EDC		Available	12/9/2013
	11/15/2013	\$207.00				
735	Avenger	A0035B	Stand			No
		BMC	EDC		Available	12/9/2013
	11/15/2013	\$207.00				
Type Totals: Wireless Intecom System		Cost	\$10,753.50	Tax	Shipping	
Group Totals: Other		Cost	\$12,534.50	Tax	Shipping	
Playback /			Can Reserve? No			
416	Telvue	B1400-400	Playback Server			No
	0765077	BMC	Network Room		Available	2/3/2011
602	Western Digital	WDBACG0020HCH	Network Storage Drive			No
	WCAZAD186048	BMC	Network Room		Available	4/9/2012
	4/6/2012	\$230.00				
603	Grace Digital	GDI-IRT200	Internet Radio			No
	2011090404	BMC	Network Room		Available	4/9/2012
	4/6/2012	\$173.00				
710	Tightrope Media Systems	Carousel 320	Carousel CBB			No
	10735	BMC	Network Room		Available	7/22/2013
	6/21/2013	\$4,395.00				
711	Matrox	Convert DVI	Carousel Output Converter			No
	TAC86376	BMC	Network Room		Available	7/22/2013
	6/21/2013	\$1,310.00				
721	HP	p7-1380t	Episode Encode Computer			No
	2MD33106SB	BMC	Network Room		Available	8/16/2013
	7/31/2013	\$691.00				
730	Telvue	Turbo	Turbo Encoder			No
	839346	BMC	Network Room		Available	11/22/2013
		\$2,507.00				
773	ESE	ES-209A	DA			No
		BMC	Network Room		Available	2/19/2014
786	ESE	ES-209A	DA			No
		BMC	Network Room		Available	2/19/2014
787	ESE	ES-209A	DA			No
		BMC	Network Room		Available	2/19/2014
789	Juniper	SRX220	IP Router			No
	AQ3913AK0228	BMC	Network Room		Available	2/19/2014
	Router for Telvue Stuff Uses Verizon Net					

Inventory By Group and Type, Owner: BMC
All Equip Groups, All Equip Locations, All Equip Statuses

Tag #	Manufacturer	Model	Description	Capital Equip?
	Serial #	Owner	Location	Status
	Purchase Date	PO #	Tax	Shipping
		Cost	Vendor	Warranty Expires
				Parts / Labor
Playback /		Can Reserve? No		
790	Cisco	SG-300	Network Switch	No
	DNI170107LB	BMC	Network Room	Available
791	Blonder Tongue	HDE-CSV-QAM	IP Encoder	No
		BMC	Network Room	Available
		\$2,754.00		2/19/2014
792	Blonder Tongue	HDE-CSV-QAM	IP Encoder	No
		BMC	Network Room	Available
		\$2,754.00		2/19/2014
793	Blonder Tongue	HDE-CSV-QAM	IP Encoder	No
		BMC	Network Room	Available
		\$2,754.00		2/19/2014
794	Blonder Tongue	HDE-CSV-QAM	IP Encoder	No
		BMC	Network Room	Available
		\$2,754.00		2/19/2014
795	Blonder Tongue	HDE-CSV-QAM	IP Encoder	No
		BMC	Network Room	Available
		\$2,754.00		2/19/2014
796	Telvue	Hypercaster	Video Server	No
	895503	BMC	Network Room	Available
		\$14,407.00		2/19/2014
797	Telvue	Provue HD	Provue Decoder	No
		BMC	Network Room	Available
		\$3,160.00		2/19/2014
	Public SD			
798	Telvue	Provue HD	Provue Decoder	No
		BMC	Network Room	Available
		\$3,160.00		2/19/2014
	Public HD			
799	Telvue	Provue HD	Provue Decoder	No
		BMC	Network Room	Available
		\$3,160.00		2/19/2014
	Govt SD			
800	Telvue	Provue HD	Provue Decoder	No
		BMC	Network Room	Available
		\$3,160.00		2/19/2014
	96 SD			
801	Black Magic Design		SDI to Analog Converter	No
		BMC	Network Room	Available
		\$265.00		2/19/2014
802	Black Magic Design		SDI to Analog Converter	No
		BMC	Network Room	Available
		\$265.00		2/19/2014
803	Black Magic Design		SDI to Analog Converter	No
		BMC	Network Room	Available
		\$265.00		2/19/2014
804	Knox	RS8x8HB	Routing Switcher	No
		BMC	Network Room	Available
				2/19/2014

Inventory By Group and Type, Owner: BMC
All Equip Groups, All Equip Locations, All Equip Statuses

Tag #	Manufacturer Serial # Purchase Date	Model Owner PO # Cost	Description Location Tax Shipping	Vendor	Capital Equip? Status Warranty Expires Parts / Labor	Status Date
Playback /		Can Reserve? No				
805	Netgear	JGS524 BMC	Network Router Network Room		Available	No 2/19/2014
806	Netgear 1D981C5700137	FS726T BMC	Network Router Network Room		Available	No 2/19/2014
807	Vbrick 01080900096	Decoder BMC	Video Decoder Network Room		Available	No 2/19/2014
810	Sony 6153364	RDR-GX257 BMC	DVD Burner Network Room		Available	No 2/21/2014
Type Totals:		Cost	\$50,918.00	Tax	Shipping	
Group Totals: Playback		Cost	\$50,918.00	Tax	Shipping	
Studio / BOS & Town Hall Remote Studio		Can Reserve? Yes				
348	Lectrosonics 4351	AM8 BMC	Audio Mixer Town Hall		Available	No 12/15/2010
349	Toshiba C06A95804U6300 5/30/2012	DR430 BMC \$130.00	DVD Burner Town Hall		Available	No 5/30/2012
350	HP 3CQ0123G70	S2031 BMC	LDC Monitor Town Hall		Available	No 12/15/2010
351	V-Brick 01080900020	91104200000 BMC	Encoder Town Hall		Available	No 12/15/2010
352	Panasonic MB91390075	CT-1386 BMC	Monitor Town Hall		Available	No 12/15/2010
353	Panasonic JKA00747 12/8/2010	WV-CU650 BMC \$895.00	Camera Controller Town Hall		Available	No 12/15/2010
354	Panasonic IHA00335 12/8/2010	WJ-MP204C BMC \$528.00	Multiplexer Town Hall		Available	No 12/15/2010
355	Panasonic JEV01883 12/8/2010	WV-CS954 BMC \$1,648.00	Camera Town Hall		Available	No 12/15/2010
356	Panasonic JEV02124 12/8/2010	WV-CS954 BMC \$1,648.00	Camera Town Hall		Available	No 12/15/2010
360	ScanDo BDA98033071	800 BMC	Scan Converter Town Hall		Available	No 12/23/2010
364	Shure	MX393 BMC	PZM Mic Town Hall		Available	No 1/4/2011

Inventory By Group and Type, Owner: BMC
All Equip Groups, All Equip Locations, All Equip Statuses

Tag #	Manufacturer Serial # Purchase Date	Model Owner PO # Cost	Description Location Shipping	Vendor	Status Warranty Expires	Capital Equip? Status Date Parts / Labor
Studio / BOS & Town Hall Remote Studio						
			Can Reserve? Yes			
478	Audio Technica	ATMB1K	Handheld Mic			No
		BMC	Town Hall		Available	3/17/2011
		\$35.00				
505	NewTek	LiveControl 11	Tricaster Hard Panel			No
	H1AF16607527426	BMC	Town Hall		Available	4/27/2011
583	Whirlwind	MS-8-0-NR-050	8 Channel Audio Snake			No
		BMC	Town Hall		Available	1/9/2012
		\$198.00				
656	Panasonic	WV-CS584	Robo Camera			No
	LBV 01596	BMC	Town Hall		Available	8/3/2012
	7/30/2012	\$1,197.00				
777	Newtek	TC40	Tricaster			No
	NA5015556542653	BMC	Town Hall		Available	2/18/2014
	2/18/2014	\$5,000.00				
	Registration: XWPHCM					
Type Totals: BOS & Town Hall Remote Stud		Cost	\$11,279.00	Tax	Shipping	
Studio / Chenery Remote Studio Rig						
			Can Reserve? Yes			
101	Canon	GL2	Mini-Dv Camcorder			No
	132710800650	BMC	Chenery		Available	11/2/2011
102	Canon	GL-2	Mini-Dv Camcorder			No
	132710800755	BMC	Chenery		Available	6/15/2011
406		25 Foot	25 Foot Svideo Cable			No
		BMC	Chenery		Available	1/14/2011
484	Middle Atlantic	PD-915R	Power Supply			No
	06200608	BMC	Chenery		Available	4/13/2011
486	Shure	SCM810	8 Channel Auto Mic Mixer			No
	00052146601	BMC	Chenery		Available	4/20/2011
	4/6/2011	\$500.00				
	Purchased Used from Talamas					
487	Shure	RKC800	8 Channel XLR Connector Kit			No
	4240605601	BMC	Chenery		Available	4/20/2011
	4/6/2011	\$215.00				
488	Whirlwind		8 Channel Audio Snake			No
		BMC	Chenery		Available	4/20/2011
	4/6/2011	\$119.00				
527	Apple	iBook G4	iBook			No
	4H6270B0V3B	BMC	Chenery		Available	5/25/2011
	5/23/2011	\$150.00				
563	Newtek	Tricaster	Tricaster Switcher			No
	C1C1T3058784797	BMC	Chenery		Available	9/29/2011
	9/26/2011	\$4,000.00				
566	Toshiba	DR430KU	DVD Burner			No
	B24N72854U6300	BMC	Chenery		Available	10/7/2011
	10/7/2011	\$130.00				

Inventory By Group and Type, Owner: BMC
All Equip Groups, All Equip Locations, All Equip Statuses

Tag #	Manufacturer	Model	Description	Capital Equip?
	Serial #	Owner	Location	Status Date
	Purchase Date	PO #	Cost	Tax
			Shipping	Vendor
			Warranty Expires	Parts / Labor
Studio / Chenery Remote Studio Rig			Can Reserve? Yes	
568	AOC	e2043Fk	LED Computer Monitor	No
	ACZB202004174	BMC	Chenery	Available
	10/28/2011	\$100.00		10/28/2011
Type Totals: Chenery Remote Studio Rig		Cost	\$5,214.00	Tax
			Shipping	
Studio / NewTek TriCaster Pro			Can Reserve? Yes	
105	NewTek		NewTek TriCaster Pro	Yes
		BMC	Studio B	NONE
				2/19/2014
	DEAD -- Retired ASD			
Type Totals: NewTek TriCaster Pro		Cost	Tax	Shipping
Studio / Studio A			Can Reserve? Yes	
333	Apple	MacBook	MacBook Laptop	No
	45935CAL9GU	BMC	Control Room	Available
				10/12/2009
	Audio Computer			
359	Sceptre	X32	32 Inch LCD Monitor	No
	752D3AP7AA0666	BMC	Studio A	Available
				12/22/2010
	Studio Program Monitor			
382	Dynex	DX-46L150A11	Studio 46" LCD Monitor	No
	200ALC46S70H04019	BMC	Studio A	Available
	12/20/2010	\$499.00		1/6/2011
	Studio Set Monitor			
432	Soundcraft	RM105	Audio Mixer	No
	30167928	BMC	Control Room	Available
				2/9/2011
433	Anchor	AN130	Audio Monitor	No
	E900223	BMC	Control Room	Available
		\$166.00		2/9/2011
435	JVC	TM-H150CGU	Monitor	No
	12801333	BMC	Storage	Available
		\$656.00		2/9/2011
436	JVC	RMP210	CCU	No
	124G3738	BMC	Control Room	Available
				2/9/2011
	Cost Included in Studio Camera			
437	JVC	RMP210	CCU	No
	124G3743	BMC	Control Room	Available
				2/9/2011
	Cost Included in Studio Camera			
438	JVC	RMP210	CCU	No
	084G3712	BMC	Control Room	Available
				2/9/2011
	Cost Included in Studio Camera			
439	ESE	ES-209A	DA	No
		BMC	Control Room	Available
		\$445.00		2/9/2011
	Audio Bad, Video Only			

Inventory By Group and Type, Owner: BMC
 All Equip Groups, All Equip Locations, All Equip Statuses

Tag #	Manufacturer Serial # Purchase Date	Model Owner PO # Cost	Description Location Tax Shipping	Vendor	Status Warranty Expires	Capital Equip? Status Date Parts / Labor
Studio / Studio A		Can Reserve? Yes				
440	DBX 01008846	1046 BMC	Compressor/Limiter Control Room		Available	No 2/9/2011
442	Sony 8105464	CDP-XE500 BMC	CD Player Control Room		Available	No 2/9/2011
444	ESA	ES-219A BMC \$239.00	Black Burst Gen. Control Room		Available	No 2/9/2011
445	Sony 6153269	RDRGX360 BMC \$138.00	DVD Burner Control Room		Available	No 2/9/2011
446	JVC 123C0264	SR-DVM600U BMC	DV/DVD Deck Control Room		Available	No 2/9/2011
447	Samsung MY22H9NS109064Y	2243BWV BMC \$286.00	LCD Computer Monitor Control Room		Available	No 2/9/2011
448	Samsung MY22H9NS109065A	2243BWV BMC \$286.00	LCD Computer Monitor Control Room		Available	No 2/9/2011
450	Panasonic MG92100386	TH-42PH12UK BMC \$1,798.00	42" Plasma Monitor Control Room		Available	No 2/9/2011
	Price Includes Mounts					
451	Panasonic LG92100040	TH-42PH12UK BMC \$1,798.00	42" Plasma Monitor Control Room		Available	No 2/9/2011
	Price Includes Mounts					
454	JVC 162G1690	GY-HD250 BMC \$17,895.00	Studio Camera Studio A		Available	No 2/10/2011
	Dock: 064G2063, Marshall V-LCD70P-HAD: 0000227067 Cost also includes CCU and Camera Cable					
455	JVC 162G1686	GY-HD250 BMC \$17,895.00	Studio Camera Studio A		Available	No 2/10/2011
	Dock: 074G2163, Marshall V-LCD70P-HAD: 0000227068 Cost also includes CCU and Camera Cable					
456	JVC 083G2135	GY-HD250 BMC \$17,895.00	Studio Camera Studio A		Available	No 9/4/2012
	Dock: 064G2039, Marshall V-LCD70P-HAD: 0000227066 Cost also includes CCU and Camera Cable					
457	Miller	737 BMC \$5,618.00	Studio Pedestal Tripod Studio A		Available	No 2/10/2011
	Includes Arrow 55 Head and Arrow 60 Pedestal					
458	Miller	737 BMC \$5,618.00	Studio Pedestal Tripod Studio A		Available	No 2/10/2011
	Includes Arrow 55 Head and Arrow 60 Pedestal					

Inventory By Group and Type, Owner: BMC
All Equip Groups, All Equip Locations, All Equip Statuses

Tag #	Manufacturer Serial # Purchase Date	Model Owner PO # Cost	Description Location Tax Shipping	Vendor	Capital Equip? Status Warranty Expires Parts / Labor	Status Date
Studio / Studio A		Can Reserve? Yes				
459	Miller	737	Studio Pedestal Tripod		No	
		BMC	Studio A		Available	2/10/2011
		\$5,618.00				
	Includes Arrow 55 Head and Arrow 60 Pedestal					
460	Anchor	AN130	Audio Monitor		No	
	B700090	BMC	Studio A		Available	2/10/2011
		\$166.00				
461	Listec		Teleprompter		No	
	ENT-189	BMC	Studio A		Available	2/10/2011
		\$2,960.00				
	Cost includes Laptop computer #431					
462	Leprecon		Dimmer Pack		No	
	1035949	BMC	Studio A		Available	2/10/2011
463	Leprecon		Dimmer Pack		No	
	1035854	BMC	Studio A		Available	2/10/2011
464	Leprecon		Dimmer Pack		No	
	1035855	BMC	Studio A		Available	2/10/2011
465	Leprecon		Dimmer Pack		No	
	1035950	BMC	Studio A		Available	2/10/2011
475	Furman	M-8x2	Power Supply/Conditioner		No	
	02830104600125	BMC	Control Room		Available	3/9/2011
	3/9/2011	\$59.95				
482	Furman	M-8x2	Power Supply/Conditioner		No	
	02830110800254	BMC	Control Room		Available	4/5/2011
	3/22/2011	\$59.95				
491	Shure	SLX4	Wireless Mic Reciever		No	
	1IG0208495-03	BMC	Control Room		Available	4/25/2011
	7/25/2009					
	#6 on Audio Board					
492	Shure	SLX4	Wireless Mic Reciever		No	
	1IC087703-04	BMC	Control Room		Available	4/25/2011
	7/25/2009					
	#7 on Audio Board					
493	Shure	SLX4	Wireless Mic Reciever		No	
	1IH2858461-05	BMC	Control Room		Available	4/25/2011
	7/25/2009					
	Handheld Only					
494	Shure	SLX4	Wireless Mic Reciever		No	
	1IG0208477-05	BMC	Control Room		Available	4/25/2011
	7/25/2009					
	#8 On Audio Board					
516	Behringer	HPS3000	Headphones		No	
	G1103240189	BMC	Control Room		Available	4/28/2011
	4/28/2011	\$21.99				

Inventory By Group and Type, Owner: BMC
All Equip Groups, All Equip Locations, All Equip Statuses

Tag #	Manufacturer Serial # Purchase Date	Model Owner PO #	Description Location Tax	Shipping	Vendor	Status Warranty Expires	Capital Equip? Status Date Parts / Labor
Studio / Studio A		Can Reserve? Yes					
537	American Audio A25152595A 7/13/2011	dB-Display BMC \$65.00	Audio Meter Control Room			Available	No 7/15/2011
538	Art 840402018087 7/13/2011	HeadAMP 4 BMC \$65.00	Headphone Amplifier Control Room			Available	No 7/15/2011
589	Compaq 0074-067-1329024-22659	BMC	Teleprompter Computer Control Room			Available	No 2/14/2012
597	Telex 11040 3/21/2012	MS-2002 BMC \$945.00	Intercom Master Station Control Room			Available	No 4/3/2012
598	Telex 1138 3/21/2012	IFB1000 BMC \$169.00	IFB Beltpack Control Room			Available	No 4/3/2012
599	Telex 1211 3/21/2012	TW5W BMC \$145.00	Intercom Splitter Control Room			Available	No 4/3/2012
605	HP 2UA8380F0Q 4/9/2012	GV635AW BMC	Lighting Computer Studio A			Available	No 4/11/2012
2.33GHz Intel Core 2 Duo, 2GB Memory, 78GB HDD							
609	Videssemce \$1,233.00	P110-255BX BMC	Florecent Studio Light Studio A			Available	No 5/7/2012
610	Videssemce \$1,233.00	P110-255BX BMC	Florecent Studio Light Studio A			Available	No 5/7/2012
611	Videssemce \$1,233.00	P110-255BX BMC	Florecent Studio Light Studio A			Available	No 5/7/2012
612	Videssemce \$1,233.00	P110-255BX BMC	Florecent Studio Light Studio A			Available	No 5/7/2012
613	Videssemce \$1,233.00	P110-255BX BMC	Florecent Studio Light Studio A			Available	No 5/7/2012
614	Videssemce \$1,233.00	P110-255BX BMC	Florecent Studio Light Studio A			Available	No 5/7/2012
615	Videssemce \$1,233.00	P110-255BX BMC	Florecent Studio Light Studio A			Available	No 5/7/2012
616	Videssemce \$1,233.00	P110-255BX BMC	Florecent Studio Light Studio A			Available	No 5/7/2012
617	Videssemce \$1,233.00	P110-255BX BMC	Florecent Studio Light Studio A			Available	No 5/7/2012

Inventory By Group and Type, Owner: BMC
All Equip Groups, All Equip Locations, All Equip Statuses

Tag #	Manufacturer	Model	Description	Capital Equip?
	Serial #	Owner	Location	Status Date
	Purchase Date	PO #	Cost	Tax
			Shipping	Vendor
			Warranty Expires	Parts / Labor
Studio / Studio A		Can Reserve? Yes		
618	Videssemce	P110-255BX	Florecent Studio Light	No
		BMC	Studio A	Available
		\$1,233.00		5/7/2012
619	Videssemce	P110-255BX	Florecent Studio Light	No
		BMC	Studio A	Available
		\$1,233.00		5/7/2012
620	Selecon	HUI Cyc	Studio Cyc Light	No
	HUI017641	BMC	Studio A	Available
		\$185.00		5/7/2012
621	Selecon	HUI Cyc	Studio Cyc Light	No
	HUI017623	BMC	Studio A	Available
		\$185.00		5/7/2012
622	Selecon	HUI Cyc	Studio Cyc Light	No
	HUI017629	BMC	Studio A	Available
		\$185.00		5/7/2012
623	Selecon	HUI Cyc	Studio Cyc Light	No
	HUI017600	BMC	Studio A	Available
		\$185.00		5/7/2012
624	Selecon	HUI Cyc	Studio Cyc Light	No
	HUI017728	BMC	Studio A	Available
		\$185.00		5/7/2012
625	Selecon	HUI Cyc	Studio Cyc Light	No
	HUI017639	BMC	Studio A	Available
		\$185.00		5/7/2012
626	Selecon	HUI Cyc	Studio Cyc Light	No
		BMC	Studio A	Available
		\$185.00		5/7/2012
627	Videssemce	P055-255BX	Florecent Studio Light	No
		BMC	Studio A	Available
				5/7/2012
628	Videssemce	P055-255BX	Florecent Studio Light	No
		BMC	Studio A	Available
				5/7/2012
629	ETC	Source 4	Elipsoidal Light	No
		BMC	Studio A	Available
				5/7/2012
630	ETC	Source 4 Zoom	Zoom Elipsoidal Light	No
		BMC	Studio A	Available
				5/7/2012
631	Selecon	Acclaim	Fresnel	No
	ACC051488	BMC	Studio A	Available
				5/7/2012
632	Selecon	Acclaim	Fresnel	No
	ACC051484	BMC	Studio A	Available
				5/7/2012
633	Selecon	Acclaim	Fresnel	No
	ACC051930	BMC	Studio A	Available
				5/7/2012

Inventory By Group and Type, Owner: BMC
All Equip Groups, All Equip Locations, All Equip Statuses

Tag #	Manufacturer Serial # Purchase Date	Model Owner PO # Cost	Description Location Tax Shipping	Vendor	Capital Equip? Status Warranty Expires Parts / Labor	Status Date
Studio / Studio A		Can Reserve? Yes				
634	Selecon ACC051479 3/20/2012	Acclaim BMC \$689.00	Fresnel Studio A		Available	No 5/7/2012
636	Leprecon 1042711 3/20/2012	BMC \$689.00	Dimmer Pack Studio A		Available	No 5/8/2012
637	Videssemce 3/20/2012	P110-255BX BMC \$1,233.00	Florecent Studio Light Studio A		Available	No 5/8/2012
638	Selecon HUI022970 3/20/2012	HUI Cyc BMC \$185.00	Studio Cyc Light Studio A		Available	No 5/8/2012
639	Selecon HUI022964 3/20/2012	HUI Cyc BMC \$185.00	Studio Cyc Light Studio A		Available	No 5/8/2012
660	Focusrite OP6219507340 10/17/2012	OctoPre MKII BMC \$599.00	Mic Pre-Amp Control Room		Available	No 10/19/2012
683	BlackMagic Design 1151755 2/21/2013	Mini-Converter BMC \$278.00	SDI to Analog Converter Control Room		Available	No 2/26/2013
693	Broadcast Pix GSW0594 6/21/2013	Granite 2000 BMC	Switcher Network Room		Available	No 7/2/2013
694	Broadcast Pix GSC7119 6/21/2013	Granite 2000 BMC \$38,756.00	Server Network Room		Available	No 7/2/2013
Quad Monitor, Rapid CG - 117725564, Tally Box						
695	Broadcast Pix BPP04041301162000 6/21/2013	Granite 2000 BMC	2000 Panel Control Room		Available	No 7/2/2013
696	JVC 11840832 6/21/2013	SR-HD25000US BMC \$3,278.00	Blu-Ray DVD Burner Control Room		Available	No 7/3/2013
697	Panasonic E3TWA0006 6/21/2013	BT-LH1710P BMC \$2,505.00	HD SDI Monitor Control Room		Available	No 7/3/2013
698	Black Magic 1393870 6/21/2013	SDI-HDMI Conv. BMC \$269.00	Converter Studio A		Available	No 7/11/2013
699	Black Magic 1385998 6/21/2013	Ana-SDI Conv. BMC \$269.00	Converter Network Room		Available	No 7/11/2013
700	Black Magic 1385102 6/21/2013	Ana-SDI Conv. BMC \$269.00	Converter Network Room		Available	No 7/11/2013
701	Black Magic 1385625 6/21/2013	Ana-SDI Conv. BMC \$269.00	Converter Network Room		Available	No 7/11/2013

Inventory By Group and Type, Owner: BMC
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Tag #	Manufacturer	Model	Description	Capital Equip?
	Serial #	Owner	Location	Status Date
	Purchase Date	PO #	Cost	Tax
			Shipping	Vendor
			Warranty Expires	Parts / Labor
Studio / Studio A		Can Reserve? Yes		
702	Black Magic	Ana-SDI Conv.	Converter	No
	1385787	BMC	Network Room	Available
	6/21/2013	\$269.00		7/11/2013
703	Black Magic	SDI Distrib.	SDI DA	No
	1402621	BMC	Network Room	Available
	6/21/2013	\$269.00		7/11/2013
720	Data Video	HDR-70	Hard Drive Recorder	No
	00389767	BMC	Control Room	Available
	6/21/2013	\$1,910.00		7/25/2013
723	Planar	PXL2230MW	Touchscreen Monitor for Lighting System	No
	PL323HTD00701	BMC	Studio A	Available
	9/17/2013	\$258.00		9/18/2013
724	EnTEEC	DMX USB Pro Mk2	Lighting Controller	No
	2131612	BMC	Studio A	Available
	9/17/2013	\$190.00		9/24/2013
725	ETC	Source 4 LED	LED Elpisodel	No
	490045557	BMC	Studio A	Available
	9/17/2013	\$1,989.68		10/2/2013
	Includes an enhanced definition 26 degree lens tube.			
727	Kanex		SDI to HDMI Converter	No
	1065613090039	BMC	Studio A	Available
	11/13/2013	\$174.00		11/14/2013
778	Mashall	VLCD70P	Studio Camera Monitor	No
	0000227067	BMC	Studio A	Available
				2/19/2014
779	Mashall	VLCD70P	Studio Camera Monitor	No
	0000227068	BMC	Studio A	Available
				2/19/2014
780	Mashall	VLCD70P	Studio Camera Monitor	No
	0000227066	BMC	Studio A	Available
				2/19/2014
781	Telex	BP1002	Intercom Belttack	No
	B166373	BMC	Studio A	Available
				2/19/2014
782	Telex	BP1002	Intercom Belttack	No
	B123455	BMC	Studio A	Available
				2/19/2014
783	Telex	BP1002	Intercom Belttack	No
	B123419	BMC	Studio A	Available
				2/19/2014
784	Samsung	152B	LCD Computer Monitor	No
	M015HVEW400832A	BMC	Control Room	Available
				2/19/2014
	Teleprompter Monitor			
785	Mid Atlantic		Power Supply	No
		BMC	Control Room	Available
				2/19/2014
811	Kramer	VM-1110XL	Audio DA	No
	10130096600022	BMC	Control Room	Available
		\$465.00		2/25/2014

Inventory By Group and Type, Owner: BMC
All Equip Groups, All Equip Locations, All Equip Statuses

Tag #	Manufacturer	Model	Description	Capital Equip?
	Serial #	Owner	Location	Status Date
	Purchase Date	PO #	Cost	Tax
			Shipping	Vendor
			Warranty Expires	Parts / Labor
Studio / Studio A		Can Reserve? Yes		
Type Totals: Studio A		Cost	\$150,673.57	Tax
				Shipping
Studio / Studio B		Can Reserve? Yes		
347	Dell	ST2010-BLK	LCD Monitor	No
	MX-05PN1H-74262-038-	BMC	Studio B	Available
	12/10/2010			12/10/2010
	1FTS			
443	Broadcast Pix	Slate 1000GDA	Switcher	No
	BPWG64487	BMC	Studio B	Available
		\$23,291.00		1/12/2012
	Options: 47, 140, 301, 318, 126, Quad Monitor Card			
452	Broadcast Pix	1ME	Switcher Hard Panel	No
	BPPC0914090204	BMC	Studio B	Available
				2/9/2011
	Price Included in Switcher Price			
501	Mackie	1402-VLZ	Audio Board	No
	BT26868	BMC	Studio B	Available
				4/27/2011
502	Presidian	E175616	DVD Burner	No
	D29638407	BMC	Studio B	Available
				4/27/2011
503	JVC	SR-DVM600	MiniDV/DVD	No
	123C1700	BMC	Studio B	Available
				4/27/2011
504	Telemetrics	CP-ITV	Camera Controller	No
	09010638	BMC	Studio B	Available
				4/27/2011
506	Creative		Speaker	No
	CAMF0055543022936D	BMC	Studio B	Available
				4/27/2011
507	Auvio		Headphones	No
		BMC	Studio B	Available
				4/27/2011
508	Samsung	LN22B350F2D	LCD Monitor	No
	B5293CPS703102V	BMC	Studio B	Available
				4/27/2011
509	Sony	EVI-D10	Robotic Camera	No
	140782	BMC	Studio B	Available
				4/27/2011
510	Sony	EVI-D10	Robotic Camera	No
	141774	BMC	Studio B	Available
				4/27/2011
737	Furman	M-8x2	Power Supply	No
	02830133101570	BMC	Studio B	Available
				1/15/2014
		\$60.00		
Type Totals: Studio B		Cost	\$23,351.00	Tax
				Shipping
Studio / Studio IFB Earpieces		Can Reserve? Yes		

Inventory By Group and Type, Owner: BMC
All Equip Groups, All Equip Locations, All Equip Statuses

Tag #	Manufacturer	Model	Description	Capital Equip?
	Serial #	Owner	Location	Status Date
	Purchase Date	PO #	Cost	Tax
			Shipping	Vendor
			Warranty Expires	Parts / Labor
Studio / Studio IFB Earpieces			Can Reserve? Yes	
600	Telex	CES1	Studio IFB Earpieces	No
		BMC	EDC	Available
	3/21/2012		\$50.00	4/3/2012
601	Telex	CES1	Studio IFB Earpieces	No
		BMC	EDC	Available
	3/21/2012		\$50.00	4/3/2012
Type Totals: Studio IFB Earpieces		Cost	\$100.00	Tax
Group Totals: Studio		Cost	\$190,617.57	Tax
Video / Battery Powered Field Monitor			Can Reserve? Yes	
726	Marshall	V-LCD4-Pro-L	Battery Powered Field Monitor	No
		BMC	EDC	Available
	10/2/2013		\$308.00	10/9/2013
Includes Battery Pack and Charger and power supply				
Type Totals: Battery Powered Field Monitor		Cost	\$308.00	Tax
Video / Big Tripod			Can Reserve? Yes	
302	Bogan	3063	Heavy Use Tripod	No
		BMC	EDC	Available
				11/22/2006
772	Bogan	3063	Heavy Use Tripod	No
	136	BMC	EDC	Available
				2/12/2014
Type Totals: Big Tripod		Cost	Tax	Shipping
Video / BNC-BNC Video cable			Can Reserve? Yes	
576			25' BNC Cable	No
		BMC	EDC	Available
			\$15.00	12/1/2011
577			25' BNC Cable	No
		BMC	EDC	Available
			\$15.00	12/1/2011
578			25' BNC Cable	No
		BMC	EDC	Available
			\$15.00	12/1/2011
579			50' BNC Cable	No
		BMC	EDC	Available
			\$20.00	12/1/2011
580			50' BNC Cable	No
		BMC	EDC	Available
			\$20.00	12/1/2011
581			50' BNC Cable	No
		BMC	EDC	Available
			\$20.00	12/1/2011
582			100' BNC Cable	No
		BMC	EDC	Available
			\$30.00	12/1/2011

Inventory By Group and Type, Owner: BMC
All Equip Groups, All Equip Locations, All Equip Statuses

Tag #	Manufacturer	Model	Description	Capital Equip?
	Serial #	Owner	Location	Status Date
	Purchase Date	PO #	Cost	Tax
			Shipping	Vendor
			Warranty Expires	Parts / Labor
Video / BNC-BNC Video cable			Can Reserve? Yes	
641			100' BNC Cable	No
		BMC	EDC	Available
		\$30.00		5/16/2012
757			50' BNC Cable	No
		BMC	EDC	Available
				1/17/2014
758			25' BNC Cable	No
		BMC	EDC	Available
		\$15.00		1/17/2014
759			25' BNC Cable	No
		BMC	EDC	Available
		\$15.00		1/17/2014
760			25' BNC Cable	No
		BMC	EDC	Available
		\$15.00		1/17/2014
761			25' BNC Cable	No
		BMC	EDC	Available
		\$15.00		1/17/2014
762			25' BNC Cable	No
		BMC	EDC	Available
		\$15.00		1/17/2014
763			25' BNC Cable	No
		BMC	EDC	Available
		\$15.00		1/17/2014
764			25' BNC Cable	No
		BMC	EDC	Available
		\$15.00		1/17/2014
765		BNC Snake	50' 4 Channel BNC Snake	No
		BMC	EDC	Available
				1/17/2014
Type Totals: BNC-BNC Video cable		Cost	\$270.00	Tax
			Shipping	
Video / Camcorder Zoom/Focus Remote			Can Reserve? Yes	
674	SunPak	DRM-1	Camcorder Zoom/Focus Remote	No
		BMC	EDC	Available
		\$50.00		1/4/2013
675	SunPak	DRM-1	Camcorder Zoom/Focus Remote	No
		BMC	EDC	Available
	1/7/2013	\$50.00		1/9/2013
676	SunPak	DRM-1	Camcorder Zoom/Focus Remote	No
		BMC	EDC	Available
	1/7/2013	\$50.00		1/9/2013
Type Totals: Camcorder Zoom/Focus Remo		Cost	\$150.00	Tax
			Shipping	
Video / CANON GL2 #5-miniDV			Can Reserve? Yes	
5	Canon	GL-2	Mini-Dv Camcorder	No
	132710800755	BMC	EDC	Available
	2/1/2008	\$2,200.00		6/3/2011

Inventory By Group and Type, Owner: BMC
All Equip Groups, All Equip Locations, All Equip Statuses

Tag #	Manufacturer Serial # Purchase Date	Model Owner PO # Cost	Description Location Tax Shipping	Vendor	Capital Equip? Status Warranty Expires Parts / Labor	Status Date
Video / CANON GL2 #5-miniDV			Can Reserve? Yes			
Type Totals: CANON GL2 #5-miniDV			Cost	\$2,200.00	Tax	Shipping
Video / CANON GL2-#3 -miniDV			Can Reserve? Yes			
103	CANON 132710800756	GL-2 BMC	CANON GL2-Studio/Field -miniDV EDC		Repair	Yes 11/4/2010
Type Totals: CANON GL2-#3 -miniDV			Cost		Tax	Shipping
Video / CANON GL2-#4 -miniDV			Can Reserve? Yes			
104	CANON 132710800649 10/4/2005	GL-2 BMC	Mini-Dv Camcorder EDC		Available	Yes 11/21/2006
			Note: Firewire Port Broken			
Type Totals: CANON GL2-#4 -miniDV			Cost		Tax	Shipping
Video / Flip Camera			Can Reserve? Yes			
472	Flip	Ultra BMC	Flip Camera EDC		Available	No 2/28/2011
526	Flip	Ultra BMC	Flip Camera EDC		Available	No 5/24/2011
550	Flip 00C10C2B0N1668	MinoHD BMC	Flip Camera EDC		Available	No 9/8/2011
			\$10.00			
551	Flip 00C10C2B0C0088	MinoHD BMC	Flip Camera EDC		Available	No 9/8/2011
			\$10.00			
552	Flip 00C10C2A0N1046	MinoHD BMC	Flip Camera EDC		Available	No 9/8/2011
			\$10.00			
553	Flip 00C10C2B0D1000	MinoHD BMC	Flip Camera EDC		Available	No 9/8/2011
			\$10.00			
554	Flip 00C10C2B0P0391	MinoHD BMC	Flip Camera EDC		Available	No 9/8/2011
			\$10.00			
555	Flip 00C10C2A0R5135	MinoHD BMC	Flip Camera EDC		Available	No 9/8/2011
			\$10.00			
Type Totals: Flip Camera			Cost	\$60.00	Tax	Shipping
Video / Kodak Mini-Cam			Can Reserve? Yes			
525	Kodak KCZKZ043K2670 5/19/2011	Zi8 BMC	Kodak Mini-Cam EDC		Available	No 5/24/2011
			\$126.00			
			Includes Mini-Tripod, Remote			

Inventory By Group and Type, Owner: BMC
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Tag #	Manufacturer	Model	Description	Capital Equip?
	Serial #	Owner	Location	Status Date
	Purchase Date	PO #	Cost	Tax
			Shipping	Vendor
			Warranty Expires	Parts / Labor
Video / Kodak Mini-Cam			Can Reserve? Yes	
Type Totals: Kodak Mini-Cam		Cost	\$126.00	Tax
			Shipping	
Video / Long S cables			Can Reserve? Yes	
401		50 Foot	50 Foot Svideo Cable	No
		BMC	EDC	Available
				1/14/2011
402		50 Foot	50 Foot Svideo Cable	No
		BMC	EDC	Available
				1/14/2011
403		50 Foot	50 Foot Svideo Cable	No
		BMC	EDC	Available
				1/14/2011
404		50 Foot	50 Foot Svideo Cable	No
		BMC	EDC	Available
				1/14/2011
405		25 Foot	25 Foot Svideo Cable	No
		BMC	EDC	Available
				1/14/2011
407		25 Foot	25 Foot Svideo Cable	No
		BMC	EDC	Available
				1/14/2011
Type Totals: Long S cables		Cost	Tax	Shipping
Video / Mac Adaptors			Can Reserve? Yes	
466	Apple	DVI-VGA	DVI-VGA Adaptor	No
		BMC	EDC	Available
				2/16/2011
467	Apple	DVI-VGA	DVI-VGA Adaptor	No
		BMC	EDC	Available
				2/16/2011
468	Apple	Mini-VGA	Mini Display to VGA	No
		BMC	EDC	Available
				2/16/2011
	For MacBook Pro			
469	Apple	Mini-VGA	Mini Display to DVI	No
		BMC	EDC	Available
				2/16/2011
	For MacBook Pro			
470	Apple	Mini DVI-VGA	Mini DVI to VGA	No
		BMC	EDC	Available
				2/16/2011
	For MacBook			
471	Belkin		DVI - HDMI	No
		BMC	EDC	Available
				2/16/2011
Type Totals: Mac Adaptors		Cost	Tax	Shipping
Video / Mini-Camcorder Canon ZR500/miniDV			Can Reserve? Yes	

Inventory By Group and Type, Owner: BMC
All Equip Groups, All Equip Locations, All Equip Statuses

Tag #	Manufacturer	Model	Description	Capital Equip?
	Serial #	Owner	Location	Status Date
	Purchase Date	PO #	Cost	Tax
			Shipping	Vendor
			Warranty Expires	Parts / Labor
Video / Mini-Camcorder Canon ZR500/miniDV				
			Can Reserve? Yes	
201	Canon	ZR500	Microcenter	Yes
	502232102963	BMC	EDC	Available
	11/21/2006			11/21/2006
202	Canon	ZR500	Mini-Camcorder Canon ZR500/miniDV	Yes
	502252150345	BMC	EDC	Available
				11/21/2006
Type Totals: Mini-Camcorder Canon ZR500/				
		Cost	Tax	Shipping
Video / Monitors				
			Can Reserve? Yes	
410	Dynex	DX-L15-10A	LCD 154" Video Monitor	No
	2997LC15KT46H06478	BMC	EDC	Available
				1/28/2011
411	Dell	E173	LCD 17" VGA Monitor	No
	CN0F50356418056810RL	BMC	Green Room	Available
				1/28/2011
412	Panasonic	CT-1389VYD	Monitor	No
		BMC	EDC	Available
				1/28/2011
587	Acer	X183HB	LCD Computer Monitor	No
	ETLEJ0C0069280BC3840	BMC	EDC	Available
				2/14/2012
		\$120.00		
766	Dell		LCD Computer Monitor	No
	CN0D57F87F87F5450NVS	BMC	EDC	Available
				1/17/2014
827	Magnavox		LCD Monitor	No
	DSIA0930102707	BMC	Front Desk	Available
				2/27/2014
Type Totals: Monitors				
		Cost	Tax	Shipping
Video / NX-5 128 GB Flash Memory Unit				
			Can Reserve? Yes	
567	Sony	HXR-FMU128	NX-5 128 GB Flash Memory Unit	No
	115103	BMC	EDC	Available
	4/11/2011			10/19/2011
		\$659.00		
Type Totals: NX-5 128 GB Flash Memory Un				
		Cost	Tax	Shipping
Video / Portable Green Screen				
			Can Reserve? Yes	
331	Westcott		Portable Chroma Key Screen	No
		BMC	EDC	Available
				1/27/2009
Type Totals: Portable Green Screen				
		Cost	Tax	Shipping
Video / Portable Studio				
			Can Reserve? Yes	
661	Broadcast Pix	Mica 500	Broadcast Pix 500	No
	BPM7078	BMC	EDC	Available
	9/21/2012			10/24/2012
		\$20,000.00		
	Hard Panel S/N: BPP0723120174500 - Includes Rapid CG			

Inventory By Group and Type, Owner: BMC
All Equip Groups, All Equip Locations, All Equip Statuses

Tag #	Manufacturer Serial #	Model Owner	Description Location	Capital Equip? Status	Status Date			
	Purchase Date	PO #	Cost	Tax	Shipping	Vendor	Warranty Expires	Parts / Labor
Video / Portable Studio			Can Reserve? Yes					
662	Data Video 00359444	HDR-55HD BMC	HD Hard Drive Recorder EDC				Available	No 10/24/2012
	9/21/2012		\$1,893.00					
663	Marshall 97027 15051	MD702 BMC	Marshall 2 Bay HD Monitor EDC				Available	No 10/24/2012
	9/21/2012		\$2,306.00					
664	Planar PL 233HT500199	PX2230MW BMC	Touchscreen Monitor EDC				Available	No 10/24/2012
	9/21/2012		\$333.00					
665	Alesis 9/21/2012	Multimix 12r BMC	Mixer EDC				Available	No 10/24/2012
			\$290.00					
666	Gateway ETC2B0C0031497BAA180	FHX2152L BMC	LED Monitor EDC				Available	No 11/9/2012
	11/7/2012		\$130.00					
Type Totals: Portable Studio		Cost	\$24,952.00	Tax		Shipping		
Video / Portable V-Brick Encoder			Can Reserve? Yes					
409	V-Brick 01070900317	9110-4200-000 BMC	Portable V-Brick Encoder Chenery				Available	No 1/26/2011
Type Totals: Portable V-Brick Encoder		Cost		Tax		Shipping		
Video / Power Strip			Can Reserve? Yes					
427		BMC	Power Strip EDC				Available	No 2/8/2011
428		BMC	Power Strip EDC				Available	No 2/8/2011
429		BMC	Power Strip EDC				Available	No 2/8/2011
430		BMC	Power Strip EDC				Available	No 2/8/2011
490		BMC	Power Strip EDC				Available	No 4/22/2011
572		BMC	Power Strip EDC				Available	No 11/14/2011
746		BMC	Power Strip EDC				Available	No 1/16/2014
747		BMC	Power Strip EDC				Available	No 1/16/2014

Inventory By Group and Type, Owner: BMC
All Equip Groups, All Equip Locations, All Equip Statuses

Tag #	Manufacturer	Model	Description	Capital Equip?
	Serial #	Owner	Location	Status Date
	Purchase Date	PO #	Cost	Tax
			Shipping	Vendor
			Warranty Expires	Parts / Labor
Video / Power Strip			Can Reserve? Yes	
Type Totals: Power Strip		Cost	Tax	Shipping
Video / SD Card			Can Reserve? Yes	
524	PNY	Premium	16 GB SD Card	No
	1110WH1554K	BMC	EDC	Available
	5/23/2011	\$35.00		5/23/2011
	Stays with Kodak Mini-Cam			
557	PNY	Professional	16 GB SD Card	No
	1QJL450PVA	BMC	EDC	Available
	9/20/2011	\$25.00		9/25/2011
558	PNY	Professional	16 GB SD Card	No
	1QJL627PVB	BMC	EDC	Available
	9/20/2011	\$25.00		9/25/2011
559	PNY	Professional	16 GB SD Card	No
	1QJL444PVC	BMC	EDC	Available
	9/20/2011	\$25.00		9/25/2011
560	PNY	Professional	16 GB SD Card	No
	1QJL627PVB	BMC	EDC	Available
	9/20/2011	\$25.00		9/25/2011
561	PNY	Professional	16 GB SD Card	No
	1QJL627PVB	BMC	EDC	Available
	9/20/2011	\$25.00		9/25/2011
562	PNY	Professional	16 GB SD Card	No
	1QJL627PVB	BMC	EDC	Available
	9/20/2011	\$25.00		9/25/2011
643	PNY	Professional	16 GB SD Card	No
		BMC	EDC	Available
	6/7/2012	\$18.00		6/7/2012
644	PNY	Professional	16 GB SD Card	No
		BMC	EDC	Available
	6/7/2012	\$18.00		6/7/2012
645	PNY	Professional	16 GB SD Card	No
		BMC	EDC	Available
	6/7/2012	\$18.00		6/7/2012
646	PNY	Professional	16 GB SD Card	No
		BMC	EDC	Available
	6/7/2012	\$18.00		6/7/2012
647	PNY	Professional	16 GB SD Card	No
		BMC	EDC	Available
	6/7/2012	\$18.00		6/7/2012
648	PNY	Professional	16 GB SD Card	No
		BMC	EDC	Available
	6/7/2012	\$18.00		6/7/2012
Type Totals: SD Card		Cost	\$293.00	Tax
				Shipping
Video / Small Tripod			Can Reserve? Yes	
305	Bower		Tripod Light Use	No
		BMC	EDC	NONE
				5/1/2012

Inventory By Group and Type, Owner: BMC
All Equip Groups, All Equip Locations, All Equip Statuses

Tag #	Manufacturer	Model	Description	Capital Equip?
	Serial #	Owner	Location	Status Date
	Purchase Date	PO #	Cost	Tax
			Shipping	Vendor
			Warranty Expires	Parts / Labor
Video / Small Tripod			Can Reserve? Yes	
329	Silk	U9000	Tripod Light Use	No
		BMC	EDC	5/1/2012
Type Totals: Small Tripod			Cost	Tax
				Shipping
Video / Sony NX 5 Camcorder			Can Reserve? Yes	
556	Sony	NX-5	Sony NX 5 Camcorder	No
	115405	BMC	EDC	7/24/2013
	4/11/2011	\$3,944.00		
564	Sony	HXR-NX5U	Sony NX 5 Camcorder	No
	S010118662A	BMC	EDC	10/4/2011
	9/15/2011	\$4,368.00		
	Includes Batteries and Bag			
565	Sony	HXR-NX5U	Sony NX 5 Camcorder	No
	S010118671A	BMC	EDC	10/4/2011
	9/15/2011	\$4,368.00		
	Includes Batteries and Bag			
655	Sony	ACV1050D	Battery Charger	No
	30149240	BMC	EDC	8/3/2012
		\$250.00		
667	Kata	CRC-15PL	Rain Cover	No
		BMC	EDC	11/15/2012
	10/29/2012	\$110.00		
668	Kata	CRC-15PL	Rain Cover	No
		BMC	EDC	11/15/2012
	10/29/2012	\$110.00		
669	Kata	CRC-15PL	Rain Cover	No
		BMC	EDC	11/15/2012
	10/29/2012	\$110.00		
691	Sony	NX5	Sony NX 5 Camcorder	No
	124320	BMC	EDC	4/29/2013
	4/12/2013	\$4,229.00		
	CS/DV3R bag, kata crc/15 raincover,			
Type Totals: Sony NX 5 Camcorder			Cost	Tax
			\$17,489.00	Shipping
Video / Tripod			Can Reserve? Yes	
301	Varizoom		Medium Use Tripod	No
		BMC	EDC	11/22/2006
303	Varizoom		Tripod Medium use	No
		BMC	EDC	11/22/2006
304	Miller		Tripod Medium Use	No
		BMC	EDC	4/27/2012
692	Manfrotto	504	Tripod	No
	719821317760	BMC	EDC	4/29/2013
	4/12/2013	\$665.00		
	504 head, 546 sticks, bag			

Inventory By Group and Type, Owner: BMC
All Equip Groups, All Equip Locations, All Equip Statuses

Tag #	Manufacturer	Model	Description	Capital Equip?
	Serial #	Owner	Location	Status
	Purchase Date	PO #	Cost	Tax
			Shipping	Vendor
				Warranty Expires Parts / Labor
Video / Tripod			Can Reserve? Yes	
Type Totals: Tripod			Cost	\$665.00
			Tax	Shipping
Video / VGA Scan Converter			Can Reserve? Yes	
607			VGA Scan Converter	No
		BMC	EDC	Available
				4/25/2012
	Inc: USB Power Cable, VGA Cable			
608		DM731W	Wireless Scan Converter	No
	DM731W2011110006	BMC	EDC	Available
	4/12/2012	\$80.00		4/25/2012
	Inc: Transmitter, Reciever, VGA In Cable, Power Supplies, Composite Video Out Cable			
Type Totals: VGA Scan Converter			Cost	\$80.00
			Tax	Shipping
Video / Web Streamers			Can Reserve? Yes	
573	Toshiba	Satellite L775D	Streamer Laptop	No
	9B064926R	BMC	EDC	Available
				11/22/2011
574	Hauppauge	USB-Live2	Video Digitizer	No
	13602806	BMC	EDC	Available
				11/22/2011
	In Kit 573			
738	Discover Video	V-Brick	Vbrick Streamer	No
	01060900072	BMC	EDC	Available
				1/15/2014
Type Totals: Web Streamers			Cost	Tax
			Shipping	
Group Totals: Video			Cost	\$47,372.00
			Tax	Shipping
Owner Totals: BMC			Cost	\$330,981.03
			Tax	\$0.00
			Shipping	\$0.00

APPENDIX 6

**BMC's February 24, 2014 Report to Town of Belmont --
Proposed Future Funding, Service, & Activities**

Belmont Media Center

Proposed Future Funding, Service, & Activities

*Submitted February 24, 2014
For entry into Town of Belmont
License Renewal Ascertainment Record*

Vision

Building Community through Media

Mission Statement

*Belmont Community Media Center's mission is to
create and nurture community media that fosters free speech,
creative expression, civic engagement, and a voice for all.*

Belmont Media Center
9 Lexington Street
Belmont MA 02478
belmontmedia.org
617-484-2443
access@belmontmedia.org

I. Ten Year Report

Organizational Background 2005-2014

Personnel

Job Descriptions

FY 2014 Budget

Current Capital Planning through FY 2015

II. Proposed for Next Franchise Period

Ten-Year Capital Plan

III. Addendum

Organizations Served 2005 -2014

Board of Directors

Staff Biographies

FY 2014 Strategic Plan

Achievements 2005 - 2014

Belmont Media Center

Organizational Background, 2005-2014

Belmont Community Media Center, Inc. known as the Belmont Media Center (BMC) is the independent non-profit corporation contracted by the Town of Belmont to provide access to two cable TV systems for Belmont residents, schools, local government, organizations, institutions, and businesses. Starting operations in a high school classroom in late 2005, BMC today is a state of the art high-definition television studio, training, and editing facility in Waverly Square. In addition, BMC oversees technical operation, remote broadcasting, and mobile productions in several school and town venues.

In 2009, BMC rose to prominence as the hub of the statewide MyMassTV Network, digitally distributing of TV programs on behalf of state agencies, officials, and non-profits from across the Commonwealth. Belmont Media played a unique role among other local access TV channels in developing a vital tier of television programming distributed to over 120 Massachusetts communities did **not** increase cable subscriber fees, raise taxes, nor become a cost burden to cable TV providers.

As a local non-profit BMC has also evolved into a workplace training site offering vocational rehabilitation for a variety of agencies; hosting seniors, the disabled, and other special populations training to re-enter the workforce.

From its founding, BMC has been led by a forward-thinking board of directors comprising engaged Belmont residents who constantly push BMC to improve services and outreach and to explore new ideas in community programming.

The BMC is a well-managed organization with a capacity for innovative change and ability to customize services and training to meet community needs. As new media and technology have evolved, BMC strives to stay on the leading edge to develop new ways to strengthen our community.

We provide training and access to HD video studios, video & audio field gear, editing suites, and we program 3 Belmont cable channels and a dynamic, media-rich web site.

On average, BMC provides 40 to 50 classes to 120 participants, particularly students and youth groups; 13,000 hours of programming on 3 local channels and the web to 8000 homes; BMC covers 80 to 100 government meetings per year as well as curate and display 6 to 8 local art shows and 11 community events in the Gallery@BMC and over 250 individual members and organizations.

CORE ACTIVITIES: Training, Media Production, and Distribution

Training

New members start with an Orientation to Community Media and are introduced to the idea of community driven TV programming and then choose from various classes, mentoring sessions or customized training, and one-on-one classes (belmontmedia.org/learn) that combine production skills with media literacy, enabling members to create their own programming for Belmont's local access TV channels and the web.

For youth groups, BMC developed project-based workshops scheduled around the group's normal meeting schedule, in order to produce a program that can be aired on BMC channels. For example a local Girl Scout troop learned studio production while rehearsing interviews with volunteer seniors about growing up in Belmont. This project has become a template for inter-generational classes and is the start of a new series: a new program "Belmont Remembers".

Internships are also a learning platform for students throughout the year

- High school & college interns
- Community internships
- International internships with Irish International Immigrant Center with Republic of Ireland

The requests for media production courses are constantly growing. New ideas are being developed to hold offsite classes to meet demand.

Production

In some community media centers staff members do not produce programs; however, we recognize that successful development of new community-driven programming requires active involvement of paid staff to teach the basics, monitor progress, model best practices, and challenge producers to strive to improve at every opportunity. Central to our proactive approach is that our staff demonstrates in real time that more involved and skilled producers and groups attract like-minded volunteers and help to build teams of producers who help each other.

We receive numerous calls daily, from non-profits, neighborhood groups, town departments, and businesses requesting event coverage. Whenever possible, BMC fulfills these needs, sending members to document community events, and ensuring that they are shown on our channels. These events include the annual MLK Breakfast, Belmont school concerts, the town-wide Spelling Bee, school sporting events, Payson Park community concerts, parades, Town Day, Meet Belmont, and the Holiday Belmont Food Pantry Telethon.

Once or twice a year, BMC collaborates with the Belmont Citizen-Herald, The League of Women Voters, community bloggers and other groups to provide residents with campaign programming and election coverage.

In 2013, members, interns, class participants and staff produced 240 programs & videos at BMC, and over 100 town and school meetings. In the 8 years that BMC has been tracking the equivalent cost of equipment and facility use, BMC has provided **\$824,000** worth of technology use to Belmont residents for free.

Distribution *(all channels operate 24/7)*

Channel 8 COMCAST or 28 VERIZON (belmontmedia.org/watch/govt-ed-access)

The "Government & Educational Access Channel" features live and recorded TV coverage of all public town and school meetings and events, and school sports. Also scheduled are programs and videos produced or provided by local, state, or national agencies and officials, as well as programs from public schools and educational institutions. Campaign and election programs are also featured. (Programming repeated overnight)

Channel 9 COMCAST or 29 VERIZON (belmontmedia.org/watch/public-access-tv)

The “Public Access Channel” features a diverse array of shows produced by individuals and non-governmental groups and institutions, both locally produced, and “imported” or provided by producers outside of Belmont, and requested by Belmont residents. Programs are live and pre-recorded. Some shows have been on the air for fifteen years, like “Time Out for Sports Talk”, and others like more recent “Belmont Remembers”, personal histories as told by local elders to youth interviewers and produced by a local Girl Scout troop. (Programming is repeated overnight)

Channel 96 COMCAST or 29 VERIZON (belmontmedia.org/bulletin-board)

The “Public Information Channel” carries a dynamic electronic community bulletin board, PSA’s, and emergency messages. From time to time, special programming is featured like election programs or LIVE coverage of public events or meeting when there are two live meeting scheduled at the same time.

belmontmedia.org

BMC’s website hosts live-streams of all three access channels and an extensive and growing menu of on On-Demand programming (only local programs) among other features. The website is built on open source content management system: Drupal, allowing BMC to upgrade and improve interactive features and add new capability without starting from scratch. Presently, users may access technology tutorials, join BMC, register for classes and events, submit community messages, check BMC Calendar and program schedule. Under development are an online equipment/facility reservation system, producer blogs, and a user-generated web channel for hyper-local news and event content and proving yet another platform for community expression and communication.

MISSION, CAPACITY, AND COMMUNITY SERVICE

BMC is funded primarily from cable franchise license fees (Comcast & Verizon) provided through the Town of Belmont to provide P-E-G access TV facilities, training and channels on a first-come, first-served basis to Belmont residents, schools, and government.

From its founding BMC has striven to leverage other resources, grants and technical and operational efficiencies to expand into a “community media center”.

With local sponsorships, BMC subsidizes live web streaming of three access channels. By partnering with local groups, the “Gallery@BMC” has developed in to a popular exhibit and meeting space for local artists, school and community and groups. Federal and local grants helped to initiate BMC’s Community Moving Image Archive, an electronic archive accessible to anyone where virtually all community and other local programming is preserved for generations to come.

In 2011, BMC started the “Gifts of Hope Telethon” to benefit the Belmont Food Pantry in conjunction with Belmont Citizen-Herald. Today that live television event has become an annual town-wide event that raises money and food for the Food Pantry. People from all walks of life come together at BMC to work behind the scenes, on the crew or in front of the camera to support a vital community resource.

As mentioned previously BMC partners with local and regional non-profits: McLean Hospital, Mass Rehabilitation Commission, National Senior Network, and Workplace Opportunities among others, to provide a training ground for people of all backgrounds and abilities to prepare to enter the workforce or to learn new skills for the 21st century.

FACILITIES AND EQUIPMENT

In 2009, BMC designed and built out an 1800 square foot space with one large 800' Studio A and 100 sq.' Studio B facing the street with windows, 2 video editing rooms, one conference/classroom, and an open, multi-purpose area used as a studio setting, reception, meeting room. To date, BMC has spent \$1,150,000 to date on capital acquisitions and leasehold improvements, while \$490,000 in capital funding was received from Comcast during the contract period.

MANAGEMENT, ADMINISTRATION AND PLANNING

Board of Directors

The Board of Directors, comprising 3 membership elected seats, 4 board elected seats, and 2 seats appointed by the Board of Selectmen and School Committee, respectively, meets monthly to guide BMC, set policy and oversee financial management. Committees of the board are Executive, Finance, Technology, Personnel, Marketing, & Website. In 2012 and 2013 board and staff worked together to develop goals for the year, and annual strategic planning process.

Personnel, Volunteers, and Interns

Sound management practices, the highest level of service to our members and the Town of Belmont, and diversity of staff and membership are priorities at BMC.

BMC has been fortunate to attract a very dedicated and talented staff, often working on the weekends and evenings. In order to maintain the high standards and level of service that Belmont has come to expect from BMC, salaries and benefits need to remain competitive. In most instances, each staff person constitutes a "department" and the expectations placed upon each individual are far-reaching.

Interns and task volunteers are an important part of BMC. Each semester, BMC recruits 2 interns from local universities, and 2 to 3 interns from Belmont High School.

Task Volunteers work on the front desk, in Studio A, in the editing rooms and on location with staff and other producers.

Annual Planning

Our strategic planning process includes: review of goals progress and development of an annual work plan by the board and staff; development and review of operating and capital budgets by the Board of Directors; and review of workshop evaluations, member surveys, and equipment usage and production figures by staff. These are used to ascertain BMC's "measures of success".

The Executive Director and Treasurer develop the annual budget, based on prior year performance, capital and program needs. The Treasurer presents quarterly financial reports to the Board. Program expansion is achieved through gaining operating efficiencies, charging nominal membership and workshop fees, soliciting sponsorships, renting facilities, and contracting production services.

The Board designated an emergency reserve fund to be created with the equivalent of one-year of operating expenses. This was achieved over several years through prudent financial management and by reserving interest income. In light of expected capital investments planned through FY2015, the reserve fund will be re-designated to cover a part of the these capital expenditures.

Current Personnel

(Full-time unless otherwise indicated)

Executive Director

Technical Director

Program & Production Director

Staff Producer & Archivist

Government Access Producer (PT)

Administrative Assistant (PT)

Saturday Instructor (PT)

Archives Assistant (PT)

Bookkeeping Assistant (PT)

2014 Job Descriptions

Executive Director

- Maintain control over funds provided for the operations. Monitor purchasing procedures and operating expenses to assure cost effective operations.
- Prepare and present monthly reports on operations for the BMC Board of Directors describing current projects, accomplishments and potential problem areas. With Treasurer, provide quarterly financial reports of expenses and income for the BMC Board of Directors.
- Prepare and present to the Finance Committee for BMC Board of Directors approval yearly Operating and Capital budgets.
- Establish a Work Plan for the implementation of the goals and objectives as established by the BMC Board of Directors by which the organization and the staff's performance can be measured.
- Interpret, implement and enforce policies and procedures that have been established by the Board.
- Supervise, recruit, hire and provide leadership to the staff, interns and volunteers.
- Interpret, implement and enforce the BMC personnel policies as determined by the BMC Board of Directors.
- Establish and maintain procedures for conducting evaluation of the staff on a continuing basis.
- Develop and implement the training curriculum for all staff, interns, production volunteers and members.
- Develop and implement BMC Operating Rules and Procedures as approved by the BMC Board of Directors for members' use of facilities, equipment and channel time.
- Supervise the facilities operations as well as the maintenance and repair of the television production and computer equipment.
- Provide as appropriate project management (overseeing design, construction, and maintenance) for BMC facilities and equipment
- Participate in the development and the implementation of a long range planning as determined by the BMC Board of Directors for existing and new community media services. Such a plan will include the facilities, staffing, training and equipment necessary to provide those services.

- Develop and implement an ongoing recruitment program for volunteers and a marketing plan designed to inform the community and its institutions about the availability, goals and uses of Public, Educational and Government access.
- Actively seek out alternative sources of funding in the community through grants, annual appeals and other development strategies.
- Maintain a high level of personal and BMC visibility in the community and network with other nonprofit corporations to establish and maintain cooperative relationships with community agencies and institutions as well as with the public.
- Develop and maintain direct lines of communications with all the members of BMC to provide support and assistance.
- Evaluate the current PEG programming for quality including production and content quality, and develop procedures for continuous improvement.
- Motivate, guide and train producers in all aspects of quality programming.
- Set objectives to improve production values and diversity in the source of programming.

Technical Director

- Day-to-day technical operations of the BMC facility
- Management and maintenance of all on-site & off-site equipment & facilities
- Manages and approves all equipment & facilities reservations using FACIL database
- Coordinates equipment for remote video coverage of Town/School meetings & events
- Maintains & updates website content related to equipment & facilities, and other areas
- Teaches studio & field video production courses & other courses
- Maintains & updates facility safety & emergency procedures
- Seeks to constantly improve the functioning of all equipment and facilities
- Strives to maintain positive working relationships with all members of the public and the board of directors
- Keep entire facility organized and clean: Oversee cleaning staff
- Monitor & maintain all building operations including lighting, alarm system, signage, doors & fixtures, plumbing, electrical systems, etc.
- Update BMC Safety & Emergency Procedures
- Conduct regular safety & emergency training
- Perform regular maintenance on all production equipment and facilities
- Troubleshoot, diagnose, and when possible make in-house repairs to equipment
- Update software on all computers on a regular basis
- Monitors operation of internal computer network
- Recommend and oversee outside repair & maintenance
- Maintain an organized storage system of all equipment
- Maintain equipment inventory and usage reports through FACIL database
- Research and recommend new equipment and installation of new facilities
- Monitor operations of Town Fiber Net for live remote cablecasting
- Work with Town/School IT Dept. to monitor operation of Fiber Net
- Maintain proper operations of MPEG2 Encoders & Decoders
- Monitor and maintain playback signals and associated equipment from Video Server output to cable providers & live stream to Internet

- In coordination with Programming Director, oversees scheduling of, and videotaping of regular town government meetings and insures smooth integration of “Live” cablecasts of government meetings into the technical operation of access channels. This includes the supervision of volunteers and interns
- Approves all requests for use of equipment and facilities for studio and field production
- Prepares equipment & facilities for each reservation
- Upon request, provides technical/logistical assistance or supervises other staff and/or trained volunteers to provide assistance to BMC producers and members
- Supervise all special event productions, as requested by the ED
- Help plan and teach and studio production classes, including special sessions for groups and individuals and certify users
- Maintain & regularly update website content related to facilities & equipment, production schedules, news & events
- Regularly post news, events & classes to BMC connected web sites & social media sites such as Facebook, Twitter, and other local news sites and email list-serves
- Perform other job duties related to BMC, as directed by the ED

Program & Production Director

- Scheduling of live & recorded programming over 3 local access TV channels
- Program & monitor proper operation Telvue Video Server & associated software
- Prepares and edits educational & government access TV programs for playback
- Coordinates web uploading of educational & government access TV programs
- Overall coordination of Electronic Community Bulletin Boards
- Coordinates producers & volunteer using Studio A & B & for single camera coverage
- Coordinates volunteer crews for remote live coverage
- Teaches classes and provides one-on-one training as assigned
- The Director will strive to maintain positive working relationships with all members of the public and the board of directors
- Create and maintain weekly/monthly program schedules
- Updates schedule on website, newspaper, and access channels
- Organize and maintain in-house media/program library
- Oversee archiving & storage of all programs/media
- Research, acquire and integrate new programming whenever possible as it fits with BMC’s mission, serves local residents
- Under the direction of ED, consults with Programming Committee, BMC members, and residents to improve productions & technical quality of programs
- Assists Technical Director when needed in coordinating & scheduling volunteer crews for coverage of regular town government meetings and events
- Oversees volunteer production & editing projects in close coordination with all staff
- Oversees & executes creation and regular updating of community bulletin board pages
- Administers bulletin board content from town/school government officials, boards & departments, local organizations & groups
- Provides design templates and training for remote users
- Regularly updates website content related to programming, producers, volunteer crew opportunities and other areas
- Regularly post related news & events to BMC connected web sites & social media sites such as Facebook, Twitter, and other local news sites and email lists

Staff Producer & Archivist

- Develop, plan & coordinate BMC's TV coverage of organized sports activities taking place in Belmont public schools.
- Works closely with Athletic Director, team coaches, and Booster Club to recruit student & parent volunteers for video crews.
- Sets coverage schedule in coordination with team coaches & Athletic Director
- Oversees & trains crew volunteers on-site with assistance from BMC staff.
- Responsible for post-production of sports programming.
- Coordinate & produce school events, meetings, and presentations, and special government or community event coverage
- Oversee & train volunteer TV crew
- Coordinate, set-up, and break down remote video equipment used by producers, groups and local government.
- Assist staff and contractors with TV coverage of government meetings as needed.
- Manages scheduling and use of remote TV/Video equipment
- Produce, direct, write and/or edit programming in conjunction/partnership with local non-profits, town committees, or other local groups
- Assists and lead training classes and mentoring sessions in field & studio TV production and post-production as needed.
- Provides facility coverage for weekend operations and extended operating hours, when needed
- Oversees operations of BMC program archives
- Assists in management of MyMassTV Network

Government & Events Producer (PT)

- Government & school meeting coverage 2-3 evenings per week
- Operate remote TV studio and portable production equipment
- Town event coverage
- Event and program editing
- Serve as a crew member for special events and programs

Administrative Assistant (PT)

- Maintain membership and community email lists
- Manage and update operational database
- Maintain membership renewals and member information
- Coordinate monthly and annual membership mailings
- Maintain volunteer/intern files
- Schedules and helps supervise volunteers/interns to work shifts at Front Desk
- Distributes weekly staff/volunteer/intern work schedules in conjunction with E.D.
- When necessary, serves on Front Desk to answer phones, greet visitors, and give tours or other tasks as assigned by the E.D.
- Recruit and interview artists and school groups for new exhibits.
- Manage gallery exhibit and reception scheduling
- Develop and manage promotion and publicity of gallery exhibits and events.

Saturday Instructor (PT)

- Supervises facility operations on Saturdays
- Provides one-on-one instruction and mentoring to BMC producers in studio production, lighting, sets, field production and editing
- Serves as staff “executive producer” on selected productions
- Edits programs and videos as assigned

Archives Assistant (PT)

- Digitizes video/film material
- Records meta-data and other information for each archived program
- Performs other media organization tasks

Bookkeeping Assistant (PT)

- Assists senior staff to record all receipts and expenditures
- Processes all check requests and expenditure reports
- Maintains financial files

FY2014 Budget	
Income	
<u>Franchise Fees</u>	
Comcast, Verizon	431,500
<u>Fund Development</u>	
Donations & Sponsorships	7,000
<u>Program Fees</u>	
Classes, Memberships, Duplication, Fee for Services	4,800
<u>Rental Income</u>	
Facility & Equipment	300
<u>Interest</u>	2,000
<u>Contribution Income</u>	10,000
TOTAL INCOME	455,600
Expenses	
<u>Administrative</u>	
Accounting, Audit, Insurance, Donated Legal Services	37,496
<u>Facility</u>	
Rent, Cleaning, Telephone, Utilities, Internet	69,180
<u>Personnel</u>	
Salaries, Wages, Taxes	298,567
<u>Program & Operations</u>	
Marketing, Web Design, Equipment Maintenance, etc. Studio & Office Supplies	50,130
TOTAL EXPENSES	455,373
Net Surplus	227

Current Capital Plans: through FY2015

Leasehold Improvements

Replace Hot Water Heater	11,000
Retrofit 2 heating & cooling zones	25,000
Network Room & Studio B soundproofing	8,000
Front Desk / Office Layout	4,000
Digital Signage	5,000
Window Treatments	3,000
Exhibit/Performance Lighting System	11,000
Gallery Hanging System	2,000

Signal Distribution

(1) Town Fiber Network Signal Tester – Town staff A/V (HD) remote signal origination	9,000
Replacement Video Switcher at Town Hall & Chenery	14,000

Production

Mobile Production Procurement & Repair	22,000
Performance Audio Kit	9,000

TOTAL	120,000
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Capital Equipment & Activities Plan December 2015-December 2024

Ten Year Capital Projects Plan – 2015 to 2024 in Belmont, MA
Leasehold Improvements

Window signage 10,000

Retrofit exterior windows with video monitors as digital signage
 running internal BMC channel with calendar, class, and
 program & production schedule

Office furniture, storage and lighting 25,000

Replace donated and used furniture, office equipment, storage,
 and facility lighting

General repair and upkeep 25,000

Annual capital improvements and repairs to facility and fixtures

Office layout 20,000

Reconfigure staff work areas at on-site at facility and at
 satellite work area in town building

Editing Facilities

(2) Upgrade 2 editing rooms & 6 portable laptops for HD 42,000

(6) Install Edit Bays in classroom at Beech Street Center 40,000

(5) Staff Work Station Computers 15,000

Production Facilities

Retrofit Studio B into Radio/TV Studio 35,000

Convert Studio B to combination radio and remote controlled
 TV studio

Production Equipment

(3) Field HD Camera Units & Lights 45,000

Development and provision of three complete field camera
 packages for use in the field

Remote Production

(2) Portable sports/events coverage kits 10,000

Kits developed for use by students for in school use

(1) Performance Audio Kit 20,000

Audio kit to use recording music, art and theatrical use

(3) Live Remote Cameras Fire, Police and DPW 32,000

For use in emergency and live monitoring of traffic, weather,
 roads, public safety to be integrated into
 access channel(s) programming and content

(1) School-based radio/TV studio 45,000

Design, and build-out of in school radio/TV studio to be integrated
 into local access channels

Mobile production vehicle replacement 40,000

Network and Distribution

Town Fiber Network maintenance & improvements	79,000
Archive Video Server	33,000
Portable Live Stream Unit	30,000

Town/School Cablecast Venues*BOS Room at Town Hall:*

Upgrade to HD	60,000
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Chenery Middle School:

HD studio and cameras, integrate remote video conferencing	50,000
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Beech Street Community Senior Center:

Install HD cameras/switcher into system	45,000
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Capital Equipment Replacement

Replacement of capital equipment due to wear and tear and equipment failure and model upgrades

80,000

Administrative & Engineering

Printers, phone system, software and maintenance contracts, staff workstations

30,000

TOTAL for Capital for 2015-2024

\$821,000

Addendum

Town & School Departments and Organizations served by Belmont Media Center: 2005 - 2014

1st Baptist Church	Belmont Historical Society	Benton Library
1st Congregational Church of Waverly	First Church in Belmont	Belmont Art Teachers PLT
AARP Publicity	Belmont Music	League of Women Voters of Belmont
Aleppo Shriners	Belmont Neighbor Network	Cub Scouts
All Saints Church RIM Closter	Belmont Open Sings	Liberty Belle Chorus
American Civil Liberties Union	Cub Scout Troops in Belmont	Lois and Paul Partners
American Red Cross of Mass.	Belmont Public Library	Lowell Comedy Festival
Annual Arterial Challenge	MA Dept. of Elder Affairs	Lutheran Community Services
Antique Radio Classified	Belmont Religious Council	MADD
Argentina Exchange Program, BHS	Belmont Recreation Dept.	Office of the Governor/State of MA
Arlington Center for Arts	Belmont S.P.O.R.T.	Mass. Comp. Cancer Control Coalition
Arlington Community Education	Belmont Soccer Assoc.	Mass Substance Abuse HELPLINE
Armenian Memorial Church	Belmont Special Ed Adv. Council	Mass. Community Water Watch
Astaire Dance Studio	Belmont United Methodist Church	MA - DEP
Bay State Skating School	Belmont VFW	McLean Hospital
Belmont 2nd Soccer	Belmont Water	METCO
Belmont Against Racism	Belmont Woman's Club	Midnight Chimes Productions
Belmont Boosters Club	Belmont World Film	MITHAS
Belmont Cemetery	Belmont Youth Basketball Association	Mothers & More
Belmont Center Planning Group	Belmont Youth Hockey	Mystic River Watershed Association
Belmont Citizens Forum	Belmont Youth Commission	Neurocareinc.com
Belmont COA	Beth El Temple Center	New England String Ensemble
Joey's Park	Beth El Temple Sisterhood	Operation A.B.L.E. of Greater Boston, Inc.
Belmont Community Education	Beth Israel Deaconess	Parents Helping Parents
Science for the Public	Board of Selectmen	Parents of Performing Arts Students
Belmont Conservation Commission	Brown Barn Books	Payson Park Church
Belmont Country Club	Butler PTA	Payson Park Nursery School
Belmont Co-op Nursery School	Foundation For Belmont Education	Performing Arts Company
Belmont Crew Club	Burbank Elementary School	Philharmonic Society of Arlington
Belmont Day School	Cambridge High & Latin	Plymouth Congregational Church
Belmont Dramatic Club Inc.	Center for Cancer Support & Education	Plymouth Nursery School
Belmont Drug Association	Chenery Middle School	Powers Music School
Belmont Farmers Market Committee	City of Watertown	Project Bread/Walk for Hunger
Belmont Fire Department	Community Legal Services/Counseling	Rogerson House
Belmont Food Pantry	Cycle Kids Inc.	Roger Wellington School
Belmont Youth Basketball	Eastern Massachusetts Literacy Council	Rotary Club
Belmont Gallery of Art	First Armenian Church	Sustainable Belmont
Belmont Garden Club	Girl Scouts	The Brendan Grant Foundation
Belmont Girls Softball	Habitat for Humanity	The Cat Connection
Belmont High School	Healthy Hypnosis	The Career Place
Belmont High Performing Arts Dept.	Henry's Baseball Club	First Church in Belmont

Board of Directors | Belmont Media Center

Chet Messer , Chair	Board elected (2 nd term – 2016)
Edward Yee , Vice-Chair	Board elected (2 nd term – 2014)
Todd Bloniarz , Treasurer	Membership elected (2 nd term – 2015)
Erin McNeill , Secretary	Membership elected (1 st term – 2014)
Lucia Arno-Bernsen , Director	Membership elected (2 nd term – 2014)
Tamsin Kaplan , Director	Board elected (1 st term - 2015)
Suzy Spivey , Director	Board elected (1 st term - 2015)
Scott Stratford , Director	School Committee rep (1 st term 2016)
Carol Yelverton , Director	Board of Selectmen rep (1 st term - 2016)

Staff Biographies | Belmont Media Center

Jeffrey Hansell, Executive Director

An early and avid consumer of radio, television and films, Jeff began making Super 8 movies in high school and worked his way through Miami University of Ohio with a major in Mass Communications and a minor in Film Production.

Upon graduation, he was hired by Continental Cablevision to manage four public access TV stations in the Dayton, Ohio area where he created a business model that was adopted throughout the company.

Soon enough though, Jeff relocated to Colorado to take a position for TCI, then the country's largest cable TV company. In the first part of his seventeen year stay in the Rocky Mountains, Jeff directed the start up of the local origination channel in nearby Boulder and honed his skills in directing, writing, and editing all manner of TV programs, documentaries, commercials, and corporate videos.

Later Jeff struck out on his own working freelance for People Productions and helping to build it into a very successful video production firm. Along the way, Jeff did a few tours in Los Angeles at the movie studios of Roger Corman, as an editor at Financial News Network, and as a videographer for CNN.

Jeff was also instrumental in founding the Denver chapter of what became the Alliance for Community Media.

In the late 1990's Jeff was recruited to assist TCI and the City of Boulder in founding the new non-profit community media center (CATV) becoming its first director and chairman of the board. He also discovered professional and personal fulfillment working on a series of documentary interviews with Civil Rights era leaders called the Veterans of Hope.

Jeff spent the waning years of the 20th century in Europe as a news videographer & editor; writing and editing the Community Media Review (the journal of the Alliance for Community Media), and consulting with community TV channels in Paris.

Jeff returned to the U.S. in 2000 and took the job of executive director at nearby Malden Access TV, helping to initiate several new projects, partnerships and outreach programs. During that time he also served as the Chair of the Northeast Region of the Alliance for Community Media.

In 2004, Jeff was awarded a Community Fellowship at Harvard's Kennedy School of Government and studied *community organizing* under Marshall Ganz at the Hauser Center for Non-Profit Organizations.

In February of 2006, Jeff was hired as BMC's first executive director. Working hand-in-hand with a forward thinking board of directors, hardworking new staff and enthusiastic volunteers, Jeff began building BMC into a vital asset serving all Belmont residents and a model community media center.

In 2009, as a member of the MassAccess Board, Jeff partnered with Governor Deval Patrick's office to initiate MyMassTV Network, an innovative statewide access network that digitally distributes vital public service information & timely programs from state agencies and officials to community media centers across the Commonwealth.

jeff@belmontmedia.org

Julie DeStefano, Program & Production Director

Before coming to BMC, Julie worked at Malden Access Television as a community intern, gaining valuable experience covering municipal meetings, editing field productions, and serving as a crewmember on many studio programs.

In March of 2006, Julie joined BMC, and learned quickly how to run an evolving community TV station almost single-handedly, doing everything from covering Selectmen's Meetings to teaching younger students "How to Make a Movie in One Day".

Over time, Ms. DeStefano was promoted to the position of Program & Production Director. Today she efficiently and adroitly juggles the tasks of programming BMC's channels, scheduling and overseeing & editing remote coverage, scheduling volunteer crews, overseeing many of the studio productions, & updating the Community Bulletin Board, and she especially enjoys shooting and editing in the field.

Julie has a Bachelor's Degree in Communication from Regis College and a Master's Degree in Media Arts from Emerson College. Her other experience includes working at WCVB-TV as an intern for the Creative Services Department, and as an intern for MPH Entertainment, where she assisted with "The Dog Whisperer" television series.

Ms. DeStefano won **First Place** at the 2008 ACM Northeast Region Video Festival in the Community Impact category for the informational video: *The Immigrant Learning Center: Giving the Gift of Language*. She was also part of BMC's award winning crew for *Election Belmont 2012*, which won **First Place** in Political category.

julie@belmontmedia.org

Adam Dusenberry, Technical Director

Adam is in charge of maintaining all equipment and facilities and technical operations at BMC. He also oversees remote productions and will be teaching studio production and other classes.

Adam began his career in television and in community media at just 12 years old when he joined the community media center in his hometown. Eventually, he found himself producing and directing some of the station's most prominent productions, including the 4th of July Parade and Election Night Coverage, for which he has won awards.

Growing up, his other passion was Scouting. He found a way to combine it with media production by creating and producing a television series about environmental issues for his Eagle Project.

Adam attended Ithaca College where he received his degree in Communications. While there, he was involved with the college television station, ICTV, where, among other roles, he co-produced a weekly talk show for two semesters. He also spent a semester in Los Angeles where he interned on The Howie Mandel Show.

Since graduating he worked at New England Cable News for 7 years, yet stayed true to his access roots by working steadily in the field of community media, first at WinCAM in Winchester, then at WCAT in Wakefield. At each place he either built a studio from scratch or designed and implemented a major overhaul of one. Adam's technical knowledge caught the eye of Broadcast Pix, the company that manufactures the switcher in BMC's studio A, and asked him to become a beta tester for new products and software releases.

Adam continues his passion to make media in his free time and produced several shows out of his hometown community media center.

adam@belmontmedia.org

Jeremy Meserve, Staff Producer & Archivist

Late last year, Jeremy joined the staff at BMC and took the reins as the sports producer in addition to overseeing productions in Studio A and working with local non-profits.

Recently, Jeremy has administered the formative stages in creating a digital moving image archive of Belmont community TV programming with help from interns & volunteers, the Belmont Community Media Archive (BCMA).

He also helps manage content and foster memberships for MyMassTV Network - a statewide programming network for MassAccess.

As Staff Producer, Jeremy brings almost twenty years of audio/visual experience to help with members' productions and projects. In 1995 he received a diploma in Recording Arts from Massachusetts Communications College. Afterwards, he worked as an equipment tester and inventory manager for Boston-based Sid Stone Sound and Light. He went on to be an audio/visual freelance contractor for almost a decade.

He received a Master in Library and Information Science degree (MLIS) from Simmons College in 2012, concentrating in Archives Management. He also has a B.A. in History from UMass Boston focusing on antebellum America.

jeremy@belmontmedia.org

Paul Carey, Government & Events Producer

Paul has had a life-long involvement in media and has worked on "all sides of the table" developing a well-rounded point of view regarding effective communication. He worked as a photographer throughout his school years and after graduation from Harvard he joined **WBZ-TV**, Boston as an account executive. In addition to his duties as a sales rep he produced shows to educate national sales reps about the unique Boston market. He also took a great interest in the operations of the station's news and engineering departments.

His interests led him to join advertising agencies as an account supervisor and commercial producer on a variety of local and New England accounts.

The next logical progression brought him to the client side where he was the Director of Advertising and Public Relations first for the New England distributor for Volkswagen and then for Middlesex Bank.

He joined Total Communications to produce multi-image sales meetings for national clients and then opened his own audio-visual company, AV Plus Incorporated, where he produced presentations for both Fortune 500 and smaller, developing companies in a variety of fields. Paul moved to the Massachusetts Port Authority (Massport) and established a video facility to produce marketing, sales, training, administration and public relations presentations for Massport's various public audiences and internal units.

Paul worked in the Consumer Complaint & Information division of the Office of the Attorney General for the Commonwealth before joining BMC.

EJ Johnson, Editing & Production Instructor

EJ has spent his entire adult life in film and video production.

After graduating from Boston University's College of Communication with a degree in film production he landed a job at the Boston Film Center making 16mm films with inner-city teens. His first film was a documentary on "Summerthing", Boston's neighborhood arts festival. This formative experience led to films for the Boston Police Department and Boston Fire Department.

After ten years as a free-lance cameraman, EJ took a staff position at Gilmore Productions as a director/cameraman and producer. There he shot hundreds of local and regional commercials for clients such as New England Toyota Dealers, The Boston Herald, Pizzeria Uno, Ground Round Restaurants and many others.

EJ says that the best thing about directing and working with actors was that *"Everyone laughed at my jokes."* His corporate accounts included John Hancock, Metlife, General Electric, Stop and Shop, and Digital Equipment Corporation. EJ has won **11 Telly Awards** and four ITVA Golden and Silver Slate awards as a director, cameraman, or producer.

In the early 90's EJ returned to free-lancing and worked for many area producers and production houses as a cameraman and director.

He became the MetLife Media Center's primary cameraman and sites covering catastrophes such as Hurricanes Andrew and Katrina as his most memorable experiences.

EJ joined the BMC staff in August of 2009 as part of the National Able program and has been involved in assisting members in studio production and editing.

ej@belmontmedia.org

2013-2014 BMC Goals & Strategic Plan

Goal I

Develop and maintain a strong web presence that engages the community - *Increase web traffic by 30%*

Objective 1 – Complete version 3.0 of BMC website and then continue to develop interactive components of the web site.

Tactic 1 – Define, plan, develop, and implement Version 3.0

Objective 2 - Increase web traffic by 30 percent.

Tactic 2 – Keep website updated with fresh content

Tactic 3 - Develop and execute a marketing plan to cross promote the BMC web site with other BMC programs and marketing materials

Objective 3 - Increase social media followers by 30%

Tactic 4 - Develop and implement a social media outreach program

Objective 4 - Create a Web Channel for moderated user generated content

Tactic 5 - Develop and implement the facility to enable a web channel and then promote its use

Goal II

Increase visibility and awareness through community outreach and marketing

Objective 1 - Develop annual marketing plan for all Belmont demographics

Tactic 6 - Promote the BMC as a means of satisfying community service hours to parents of middle and high school students

Tactic 7 - Promote the BMC's government meeting coverage to inform and educate the Town Meeting members.

Objective 2 - Develop a PR and advertising calendar

Tactic 8 - Create an annual calendar of external & internal events at which to promote the BMC

Objective 3 – Create advertising campaign to build community partnerships

Tactic 9 - Develop an outreach program to build relationships/partnerships with the five local non-profits

Goal III

To be a major source for media literacy for schools

Objective 1 - Integrate media literacy content and components into the existing courses and programs offered at the BMC

Tactic 10 - Work with the staff and instructors to enhance and enrich the media literacy components in the current curriculum.

Objective 2 - Develop 2 media literacy courses targeting 12-18 year olds in FY14

Tactic 11 - Develop 2 ongoing youth production programs that target middle and high school students respectively

Objective 3 - Build alliances with BPS to ascertain needs and desires, build curriculum. Develop a BMC Tool Kit

Tactic 12 - Develop a promotional packet that outlines BMC capabilities to support and enhance curriculum

Goal IV

To increase programming by 20% to expand appeal to a wider audience & increase membership

Objective 1 - Expand outreach to school system to increase their participation

Tactic 13 - Continue to expand sports coverage to encourage more student & parent awareness of the BMC

Tactic 14 - Go to school activities & meetings to advertise & personally promote BMC resources – BOARD of DIRECTORS

Objective 2 - Expand online training for producers

Tactic 15 - Utilize 3rd party online training resources – build links

Tactic 16 - Offer training on best use of BMC website

Tactic 17 - Create online training for certification on BMC specific hardware, technology, cameras, etc.

Tactic 18 - Create on & off line BMC production handbook

Objective 3 - Fulfill unmet viewer desires by curating thematic programming

Tactic 19 - Create block programming with themes and genres.

BMC Achievements 2005 – 2014

- 2005 – In July, led by Jonathan B. Green, the founding Chair of the Board, Belmont Community Media Center, Inc. takes over the operations of the former BCTV studio inside Belmont High School.
- 2006 – First Movie in a Day youth class is held during the summer at Belmont Media Center.
- 2007 – In March, a video of Richard McLaughlin being officially sworn in as Belmont's new Chief of Police, is first on-demand program on BMC website.
- 2007 – Local programming expands to 24 hours a day, 7 days per week with the installation of an automated video server.
- 2008 - First Place, ACM Northeast Video Festival, *Documentary* Julie DeStefano, Producer of Belmont Food Pantry video.
- 2009 - After a two-year search led by Vice-Chair Myron Kassaraba, BMC moves into new facility in Waverley Square. At the October grand opening, it is standing room only.
- 2010 - Rika Welsh Leadership Award - ACM Northeast Region
Jeffrey Hansell – *for development of MyMassTV Network.*
- 2010 – 1st Gifts of Hope Telethon held at BMC with Citizen-Herald to benefit the Belmont Food Pantry.
- 2011 – BMC develops the Mass Flash Film Festival, led by Adam Dusenberry, the festival attracts participants from Belmont and from around the state
- 2011 – On a fall evening, BMC cablecasts 3 live programs simultaneously:
Board of Selectmen, Planning Board, and Time Out for Sports Talk
- 2012 – First Place, ACM-Northeast Video Festival, *Political Process* "Election Belmont", BMC Staff & Volunteers.
- 2012 – With the addition of HD Remote Video Studio, BMC begins TV coverage of high school sports led by Adam Dusenberry and Jeremy Meserve.
- 2013 – Transitioning BMC into a high-definition video facility begins. Late in year, BMC starts live-streaming Channel 9 & 29 in HD online.
- 2014 – With support from the Massachusetts Archives, BMC develops the Community Moving Image Archives, preserving Belmont's history, politics, and culture in video and film in an online archive.

APPENDIX 7

Suggested BMC Equipment Replacement/Upgrade Packages

SUMMARY

SUMMARY					Replacement/Upgrade Schedule				
		No.	Unit Cost	Extension		Yrs 1-3	Yrs 4-5	Yrs 6-8	Yrs 9-10
01	Town Hall / Chenery P.M.S.	2	\$ 78,595.00	\$ 157,190.00	1 upgrade in yrs 1-3; 1 upgrade in yrs 4-5	\$78,595	\$78,595		
02	Studios A and B (see Note)	1	\$ 356,290.00	\$ 356,290.00	Monitors replaced every 5 years	\$35,000	\$10,000		\$356,290
03	Field Production Kits	8	\$ 9,933.00	\$ 79,464.00	4 kits in yrs 1-3; 4 replacement kits in yrs 6-8	\$39,732		\$39,732	
04	Multi-Cam Field Production	1	\$ 64,966.00	\$ 64,966.00	Augment existing in yrs 1-3; full rebuild in yrs 9-10	\$64,966			\$64,966
05	Post-Production	2	\$ 10,037.50	\$ 20,075.00	Full replacement at midpoint		\$20,075		
06	Playback/Master Control	1	\$ 112,750.00	\$ 112,750.00	Replace/upgrade in years 6-8			\$112,750	
07	Archive	1	\$ 44,000.00	\$ 44,000.00	Full replacement in yrs 6-8			\$44,000	
08	Connectivity/Distribution	1	\$ 213,290.00	\$ 213,290.00	Staged rollout: 1/2 in yrs 1-3; 1/2 in yrs 4-5	\$106,645	\$106,645		
					PERIODIC TOTALS:	\$324,938	\$215,315	\$196,482	\$421,256
						10-YEAR TOTAL: \$1,157,991			
09	Mobile Production Truck	1	\$ 638,880.00	\$ 638,880.00	OPTION: Production truck rollout in yrs 4-5		\$638,880		

Total	\$78,595
est. tax & shipping	\$7,145
subtotal	\$71,450

\$5,200	\$15,600
\$2,050	\$2,050
\$11,500	\$11,500
\$1,500	\$1,500
\$4,400	\$8,800
\$25,000	\$25,000
\$1,000	\$1,000
\$4,000	\$4,000
\$2,000	\$2,000

Field Production Kits				Total est. tax & shipping subtotal	\$9,933 \$903 \$9,030
01	Panasonic	AG-MC150PJU	Camcorder	1	\$2,850
02	Panasonic	AG-YUC150	Camera case	1	\$250
03	Panasonic	VW-VBG6PPK	7.2V 5,800mAh Battery	1	\$180
04	Panasonic	AG-MC200G	Microphone	1	\$350
05	Tiffen	72UVP	72mm UV Protection Filter	1	\$50
06	Vinten	Blue	Tripod / head system	1	\$1,100
07	Lowel	DV Creator 1	Light Kit /lighting support	1	\$1,500
08	Sennheiser	ew100ENG-G3-A	Wireless mic kit w/plug pack	1	\$850
09	Electro-Voice	RE-50	Audio Support	1	\$1,500
10	TBD	TBD	Memory Cards	2	\$400

Multi-Cam Field Production				Total est. tax & shipping subtotal	
01	Panasonic	AG-MC150PJU	Camcorder	4	\$11,400
02	Panasonic	AG-YUC150	Camera case	4	\$1,000
03	Panasonic	VW-VBG6PPK	7.2V 5,800mAh Battery	4	\$720
04	Panasonic	AG-MC200G	Microphone	2	\$700
05	Tiffen	72UVP	72mm UV Protection Filter	4	\$200
06	Vinten	Blue	Tripod / head system	4	\$4,400
07	Blackmagic Design	ATEM	Video Switcher	1	\$1,200
08	TBD	TBD	PC for switcher control	1	\$1,500
09	Aja	Ki Pro	Video Recorder (w/drives and rackmount)	2	\$4,400
10	JVC	SR-HD1250US	DVD recorder	1	\$1,400
11	Blackmagic Design	Camera Converter	Camera over fiber adapter	4	\$3,200
12	Blackmagic Design	Camera Converter (studio)	Camera over fiber adapter (x4)	1	\$2,200
13	Blackmagic Design	Up/Down/Cross	Multi-format converter	2	\$990
14	Blackmagic Design	SDI to Audio	Audio dis-embedder	1	\$495
15	Blackmagic Design	SDI/HD-SDIDA	Audio Embedder	1	\$495
16	Blackmagic Design	SDI/HD-SDIDA	HDMI to SDI converter	4	\$1,580
17	Blackmagic Design	SDItoHDMI	SDI to HDMI converter	4	\$1,180
18	TBD	TBD	Flat panel display (multi-image monitoring)	2	\$1,500
19	RTS	TBD	Intercom system	1	\$3,000
20	TBD	TBD	Mixer	1	\$1,500
21	TBD	TBD	Various audio	1	\$4,000
22	TBD	TBD	Allowance for cases / crates	4	\$1,600
23	TBD	TBD	Allowance for cable / connectors	1	\$6,000
					\$64,966
					\$5,906
					\$59,060

Post Production					Total est. tax & shipping subtotal	\$10,038 \$913 \$9,125
01	Apple	Mac Pro	Edit platform w / peripherals	1	\$4,000	\$4,000
02	Samsung	TBD	Monitor	2	\$400	\$800
03	Blackmagic Design	Intensity Pro	Interface card	1	\$125	\$125
04	Burly	TBD	eSATA storage solution (8 bay - 8TB)	1	\$3,000	\$3,000
05	Anthro	AnthroCart	Edit cart	1	\$1,200	\$1,200

Total	\$112,750
est. tax & shipping	\$10,250
subtotal	\$102,500

	Total	
	est. tax & shipping	
	subtotal	
		\$112,750
		\$10,250
		\$102,500
		\$59,000
		\$15,000
		\$11,000
		\$10,000
		\$7,500

Archive					est. tax & shipping	Total	
						subtotal	
01	TBD						\$44,000
02	TBD	TBD	Allowance for LTO library	1		\$20,000	\$4,000
03	TBD	TBD	Allowance for multi-terabyte RAID	1		\$8,000	\$40,000
04	TBD	TBD	Allowance for optical authoring system	1		\$8,000	
		TBD	Allowance for optical duplication system	1		\$4,000	

Total	\$638,880
est. tax & shipping	\$58,080
subtotal	\$580,800

	Total	\$638,880
est. tax & shipping		\$58,080
subtotal		\$580,800
	\$35,000	\$140,000
	\$10,000	\$40,000
	\$65,000	\$65,000
	\$5,000	\$5,000
	\$35,000	\$35,000
	\$16,000	\$16,000
	\$4,400	\$8,800
	\$60,000	\$60,000
	\$7,200	\$14,400
	\$6,000	\$6,000
	\$25,000	\$25,000
	\$600	\$3,600
	\$4,000	\$4,000
	\$16,000	\$16,000
	\$12,000	\$12,000
	\$30,000	\$30,000
	\$60,000	\$60,000
	\$40,000	\$40,000