



Due to the COVID-2019 State of Emergency, the Finance, Organization and Personnel Committee will be holding its meeting remotely using the web-based program, Zoom. Members of the public will be able to access this public meeting through a variety of options, described below. If you encounter any issues accessing this meeting, please call 603-757-0622 during the meeting. To access the meeting online navigate to *Zoom.us* and enter the Webinar ID # **864 6375 3809**. To listen via telephone call 877-853-5257 and enter the Meeting ID: #**864 6375 3809**. When the meeting is open for public comment, callers may press *9 if interested in commenting or asking questions.

**FINANCE, ORGANIZATION
AND PERSONNEL COMMITTEE**

AGENDA

Council Chambers B

October 22, 2020

6:30 PM

Thomas F. Powers, Chair
Stephen L. Hooper, Vice Chair
Terry M. Clark
Michael J. Remy
Raleigh C. Ormerod

1. Tad Schrantz/Colonial Theatre Group - Requesting a Transfer of Land
2. Presentation - Cheshire TV - Annual Report
3. FAA Reimbursable Agreement - Airport Director
4. Verbal Update: Wastewater Treatment Plant Power Purchase Project - EMD/Public Works Director

MORE TIME ITEMS:

- A. Authorizing the Condemnation of Land for the Winchester Street Reconstruction Project - Resolution R-2020-36
- B. Councilors Remy, Bosley and Giacomo - Continued Remote Participation

Non Public Session
Adjournment



City of Keene
Transmittal Form

October 12, 2020

TO: Mayor and Keene City Council

FROM: Tad Schrantz/Design and Construction Committee Chair

ITEM: 1.

SUBJECT: Tad Schrantz/Colonial Theatre Group - Requesting a Transfer of Land

COUNCIL ACTION:

In City Council October 15, 2020.

Referred to the Finance, Organization and Personnel Committee.

ATTACHMENTS:

Description

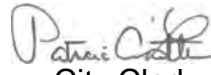
Communication_Schranztz

BACKGROUND:

The Colonial Theatre Group is requesting a transfer of land in order to be able to construct footings for their renovation/addition project and to remove any conflict of land ownership associated with the construction. In addition, the Colonial Theatre Group is asking for this transfer to occur at a price of \$1.00 due to the minimal impact with the Colonial Theatre responsible for any fees associated with the administrative process and boundary line adjustment.

In City Council October 15, 2020.

Referred to the Finance, Organization and Personnel Committee.


City Clerk

October 12, 2020

Mayor George Hansel and City Council
City of Keene
3 Main Street
Keene, NH 03431

RE: Request for City of Keene land transfer

Dear Mayor Hansel,

The Colonial Theatre is embarking upon a renovation and addition to the Theatre located at 95 Main Street. The addition portion of the project occurs at the west side of the building and will abut City of Keene property in the Commercial Street lot as shown on the attached document.

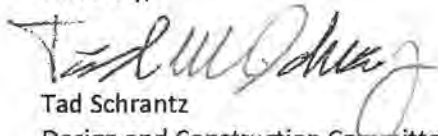
The exterior face of the proposed addition is intended to be constructed to the property line as allowed in the Central Business District. As a result of the design and in order to accomplish the construction of the addition, the below grade footings will encroach on City of Keene property.

The Colonial Theatre is requesting a transfer of land depicted in the attached document in order to be able to construct these footings and remove any conflict of land ownership associated with this construction. The total area included in this request is approximately three (3) feet from the face of the building along the north and west side of the addition for a total of approximately 375 square feet.

The Colonial Theatre is also requesting this transfer of land occur at a price of One Dollar (\$1.00) due the minimal impact and that the Colonial Theater will be responsible for any fees associated with the administrative process for the transfer of the land and the boundary line adjustment. It is requested that the City Manager be authorized to negotiate and finalize this requested agreement.

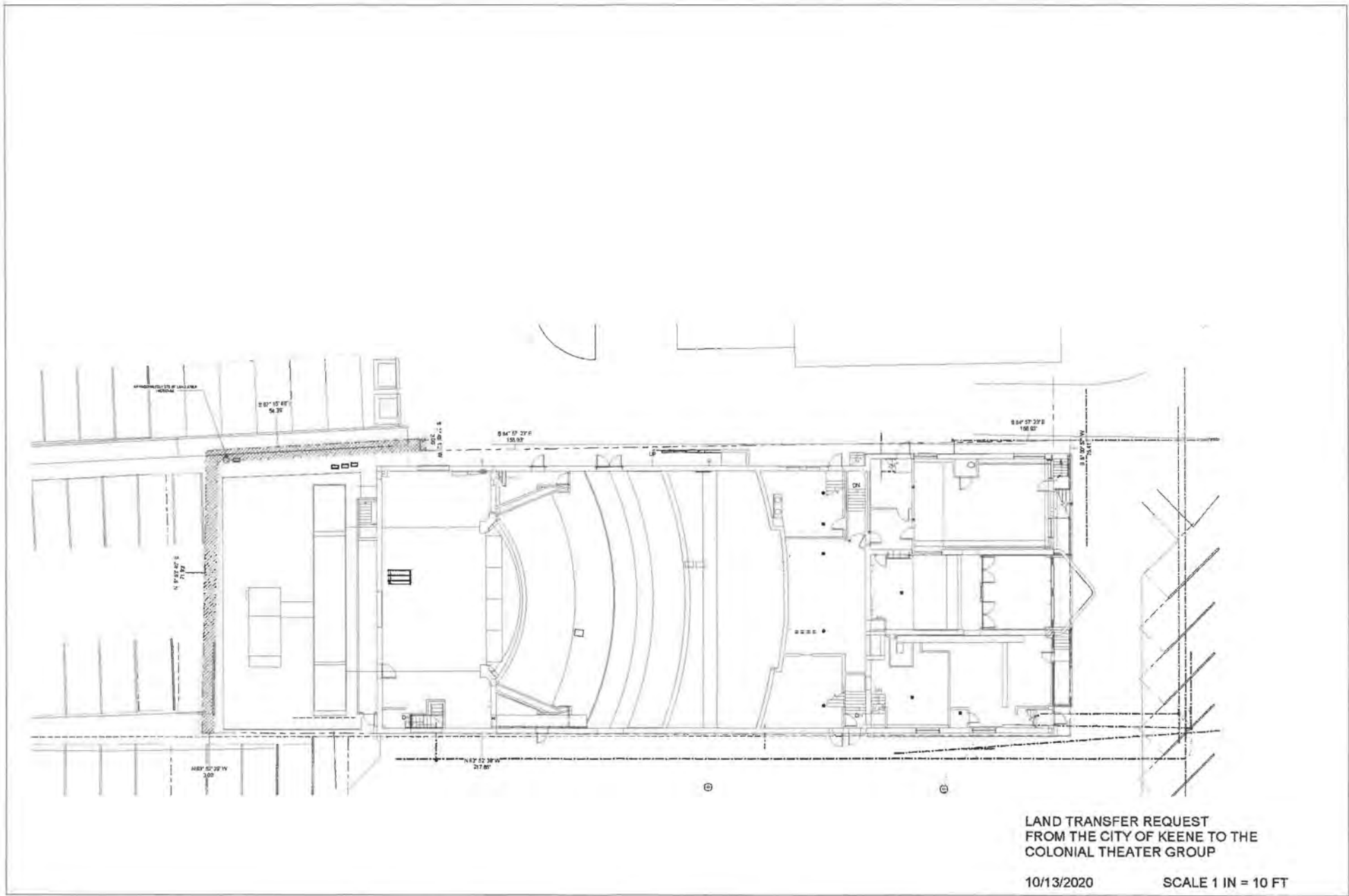
On behalf of the Colonial Theatre Group, I appreciate your consideration and look forward to your decision. Please let me know if you require any additional information regarding our request.

Sincerely,



Tad Schrantz
Design and Construction Committee Chair
The Colonial Theatre Group

C: Rhett Lamb-City of Keene
Mari Brunner-City of Keene
Alec Doyle-The Colonial Theatre Group
Charles Michal-Weller Michal Architects



LAND TRANSFER REQUEST
 FROM THE CITY OF KEENE TO THE
 COLONIAL THEATER GROUP

10/13/2020

SCALE 1 IN = 10 FT



CheshireTV

Connecting The Community

2020-2021

Annual Plan and Budget

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Complete Listing of Equipment

Proof/ Certificate of Insurance – Copies Requested – Not Received as yet

Audited Financial Statement July 2019 – June 2020

Mission Statement

Cheshire TV exists to encourage citizens to exercise their right to free speech, and to foster awareness of their community through democratic use of electronic media by providing access to cable television and for the purpose of non-commercial communication within the community.

To this end, CTV is committed to providing an opportunity for members of the community to use cable television to communicate their views. CTV makes available channel time on the cable system as well as access to and training in the use of production resources. We seek to present a broad range of programming that expresses a diversity of perspectives; to establish a broad base of community understanding of and involvement in public access television; to encourage community support for access productions; and to furnish an electronic conduit for *uncensored* free expression. We further intend to assess community response to programming on the public access channels and to aid in the development of additional programming; to ensure continued community access to and use of these channels through sound management; and to participate in the development of additional community uses of telecommunications technology.

Cheshire TV is committed to:

Encouraging community involvement in the production of local access programs while maintaining a friendly, open and creative environment that will allow individual ideas to develop into collaborative productions.

Maintaining an educational setting for Cheshire TV volunteers in an effort to advance their knowledge in the area of local access television production.

Encouraging the creation of unique programs to share with our community.

As part of this responsibility Cheshire TV provides:

Training and technical assistance in the use of cable television production equipment

Access to production resources

Broadcast time on the public and educational/governmental access channels

These resources are available for the production and presentation of programming of interest to the community. Residents of Keene and Swanzey, as well as organizations and institutions within or affiliated with the community, are welcome and encouraged to use these resources. The nature of access programming is that everyone in the community has equal access to the facilities and channel time.

A. Statistics on Programming and Services Provided

Programming

Cheshire TV's channel 1301 operates 24/7, for a total of 8,760 hours of content per year. This year we estimate that 740 hours were member-produced, non-repeating programming. Repeats of those locally produced programs account for another 3,700 hours, with the remaining 4,320 hours being made up of content from a variety of sources outside the community.

Channel 1302 continues to serve as a home for live broadcasts and replays of City Council and committee meetings for the City of Keene as well as Monadnock Regional School board meetings, Keene School District committee and Board meetings. The Community Bulletin Board continues to offer a free venue for local municipalities and organizations to advertise events and display public notices between meeting broadcasts, 24/7. Channel 1302 programming produced by Cheshire TV staff and volunteers, provided coverage of approximately 115 hours of City of Keene meetings, 75 hours of Keene School District meetings and 17 hours of Monadnock School Board meetings with the remaining 8,553 hours made up of repeats of these meetings and the Community Bulletin Board.

Membership & Usage Statistics

Cheshire TV has a liberal membership policy to allow for maximum participation by the community. Anyone who lives, works or attends school full time in the Spectrum coverage area is eligible to become a member at no charge. Those who live outside the coverage area may become members by paying an annual fee. We allow minors to become members with a parent or guardian signature. Members are given free one on one training and reserve and borrow equipment and facilities.

Anyone may submit a program for air, whether they are a member or not. All of our equipment and facilities are available to members on a first come, first served, non-discriminatory basis, free of charge.

Dollar Value to the Community

Franchise Fees – Keene	\$	181,800
Franchise Fees – Swanzey		46,389
Operations Revenue & Fundraising		9,565
Unrestricted Assets		280,655
Equipment use (Total Hours)		150,431
Dollar value of Equipment time:		
Staff & Volunteer time (447 Uses)	\$	88,706
Cameras (846 Uses)		72,068
Studio		39,825
Editing		18,387
All other equipment use		89,099
Programming:		
17,520 hours @ \$125 per hour	\$	2,190,000
Total Dollar Value to the Community	\$	2,498,085

B. Current & Complete Listing of Board of Directors

Governance is by a Board of Directors comprised of twelve members of Cheshire TV. Six of the Board Members are elected by and from the membership; One Director appointed by the Keene Schools District, one Director appointed by Keene State College (to represent education institutions), one director from each of the municipalities, one director appointed by the majority of the Board. Elected board members serve staggered three year terms, with no Board member service more than two consecutive terms. In the even that there are less than 3 contracted Municipalities, the Board shall appoint a number of directors to ensure there are 12 members of the Board.

Board of Directors for FY 2019-2020

Elected Directors:

Joe Bendzinski
Tom Cook (resigned May 2020)
Andy Hunek
Thomas Travers (resigned July 2020)
Jodi Turner

Appointed Directors:

Terry Clark, Appointee for the City of Keene (resigned)
Kenneth Colby, Appointee for the Town of Swanzey
Kristina Germano, Appointee for the Board
Robert Milliken, Appointee for the Keene School District
David Payson, Appointee for Keene State College
Pat Rainy, Appointee for the Board
Nancy Wilkinson, Appointee for City of Keene (resigned)
Mike Williamnee, Appointee for the Board

Officers:

Joe Bendzinski, Treasurer
Tom Cook, Chair (resigned May 2020)
David Payson, Vice Chair
Thomas Travers, Chair (resigned July 2020)
Jodi Turner, Vice Chair, (elected to Chair upon Travers resignation)
Mike Williamnee, Secretary

Staff

Mark Nelson, Executive Director
Richard Blood, Full time Production Technician
Dave Kirkpatrick, Full time Production Technician

We will continue to offer one-on-one training to our members. Our one-on-one training method works extremely well, allowing members to learn at their own pace and have the full attention of the staff member training them. We offer training by appointment on our cameras, audio equipment, editing software, and studio production, as well as more specialized targets of interest. We also offer scheduled classes on occasion in the evenings, when demand or large groups call for them.

Goals For The Coming Year

We intend to continue the most basic of services, accepting programming from anyone who submits it, and cablecasting it on the system in a first come-first served, nondiscriminatory way. Independent producers account for nearly all of the locally produced programming, and we expect to have approximately 500 hours of locally produced original programming in the coming year, with an additional approximate 5500 hours of repeats of that programming. We will continue to fill the remaining time with programming imported from a variety of sources to meet community needs and to demonstrate the types of programming that can be created. We plan to continue and expand a selection of classes that members and non-profits can use to build both general and specialized skills in video production (camera use, editing, lighting, studio production, YouTube channel maintenance, effective PowerPoint usage), and to help effectively get their message across via electronic media.

We will continue to cover all required Keene City Council and Committee sessions (aired live and repeated frequently on Channel 1302), as well as Keene School District and Monadnock School Board meetings, which represent approximately 358 hours of content per year, with an additional 8460 hours of repeats of those sessions. We are working to add coverage of Swanzey Selectmen's meetings as well, with an eye for building a Swanzey-centric production staff that can further expand our coverage of Town and school meetings, as well as other events there, to help balance the coverage of our two funding municipalities.

We will continue to work with students from area schools to expand our coverage of local meetings and events to further serve the community, while at the same time giving those students additional skills and work experience that they can utilize after graduation. We also are a resource for students to utilize when school projects require the use of electronic media, whether it's utilizing our equipment or facility, or receiving problem-solving help from staff to get the job done. Past student helpers have gone on to positions of distinction in various branches of media, and we are proud of the stepping stone we provided on their career paths.

We returned our operations to the Keene Library Annex, into a newly renovated space one floor above our original location. This new space was redesigned with our input, and that, combined with a long period of financially anticipating this shift and upgrade, has allowed us to build up the funds to properly outfit/upgrade aspects of the new Annex space, making for more efficient and technologically stable workings in the studio, public space, and broadcast system.

We very much see this as "Phase II" for Cheshire TV, an opportunity to re-present ourselves to members and the public.

We will continue our efforts to get local sponsorships to help hire additional crews / cover expenses for expanded coverage of local school concerts and events in Keene and Swanzey, as well as to supplement our income to balance our dependency on cable franchise fees to sustain our operation.

As the school year begins, we will promote and advertise our Cheshire TV Scholarship (which awards two \$500 prizes to eligible High School and College Students who are active members of Cheshire TV, funded by our annual poker fundraiser) on our channels, local media, and in schools. We hope to use this both as a way to encourage student involvement in our operation, as well as help give a helping hand to local students who seek to pursue a career in media.

And Beyond

The largest part of our long-term plan is an understanding of how the COVID-19 pandemic impacts our operations in respects to production and to social distancing and stay at home orders, and how we can best take advantage of new technology and trends. As we provide our services and resources to the community, we will constantly evaluate how well our system is working and make changes accordingly. Part of our plan for the future is to staff our operation with dedicated people who possess the unique combination of a passion for our mission, a long term view of our opportunities, a background or strong interest in media, and a willingness to do the hard work that it takes to guarantee success in our unique niche. We will combine this with constant training and education of our staff, professional development, and keeping up to date with industry standards and practices without regard to our size or scope of operation.

CHESHIRE TV
Operating Budget
 July 2020 - June 2021

	2020-2021 Budget
Income	
1900-Operations Revenue	1,500.00
1907-Shipping	10.00
1910-Materials	200.00
1915-Membership Fees	200.00
1930-Duplications	200.00
Total 1900-Operations Revenue	2,110.00
1940-Business Services	100.00
1941-DVD Creation	1,500.00
1942-Film Transfer	2,000.00
1945-Duplications	75.00
1950-CD Creation	100.00
1956-Web Conversion	500.00
Total 1940-Business Services	4,275.00
1970-Franchise Fee	46,800.00
1971 Contract Income - City of Keene Flat Fee	181,800.00
1980-Fundraising	6,500.00
Earned revenues	228,600.00
Interest-savings/short-term inv	600.00
Total Earned revenues	600.00
Total Income	242,085.00
Gross Profit	242,085.00
Expenses	
5400-Professional Fees	100.00
HR Consulting Fees	5,500.00
6600-Occupancy Expenses	
6400-Telephone	4,200.00
6450-Parking Space Rental	1,740.00
6500-Internet Service Provider	6,000.00
6601-Rent	12,000.00
6700-Fuel Oil	0.00
6800-Electricity	4,400.00
6900-Building Repairs & Malnten	1,000.00
Total 6600-Occupancy Expenses	29,340.00
7050-Production Expenses	500.00
7150-Head End Supplies	50.00
7400-Studio Supplies	300.00
7430-DVD Stock	100.00
7750-Royalty Free Video	250.00
Total 7050-Production Expenses	1,200.00
7200-Administrative Expenses	1,100.00

5150-Bookkeeping	8,000.00
7100-Computer Supplies	3,000.00
7225-Office Supplies	1,200.00
9375-Website Expenses	1,000.00
9620-Printing and Copying	200.00
9630-Postage & Delivery	400.00
Total 7200-Administrative Expenses	14,900.00
7550-Equipment Repair & Maint.	500.00
7850-Craft Services	700.00
9100-Insurance	
9110-Commercial Multi Peril	3,000.00
9200-Insurance Genl Liability	500.00
9210-Cablecast Liability	2,500.00
9230-Insurance-Worker's Comp	1,900.00
Total 9100-Insurance	7,900.00
9200-Clothing	250.00
9400-Travel Expenses	
9405-Mileage	125.00
Total 9400-Travel Expenses	125.00
9750-Fundraising Expenses	1,000.00
Bank Service Charge	
Depreciation & amortization exp	0.00
Grant expenses	250.00
Moving Expenses	
Misc Expenses	100.00
Payroll Expenses	0.00
941 Taxes	
Accrued Vacation Adjustment	
SUTA	
Taxes	
Federal Taxes (941/944)	11,369.00
NH Unemployment Tax	504.00
Total Taxes	11,873.00
Wages	148,616.00
Total Payroll Expenses	160,489.00
Square Fee	100.00
Total Expenses	222,454.00
Net Operating Income	19,631.00
Net Income	19,631.00

CHESHIRE TV
Capital Expenditure Budget

July 2020 - June 2021

2020-2021
Budget

Network	12,000.00
Nexus with install and support	54,000.00
Computer w/ install (back-ordered)	2,800.00
Total Capital Expenditures Y/E 6/30/21	68,800.00

Equipment List

Status: Available, Installed

AC Adapt XA-25

Canon NULL	CA-570 765	Counter	Power Supply for XA-25 AC Adapt XA-25	Available
Canon NULL	CA-570 763	Counter	Power Supply for XA-25 AC Adapt XA-25	Available
Canon NULL	CA-570 764	Counter	Power Supply for XA-25 AC Adapt XA-25	Available
Canon NULL	CA-570 766	Counter	Power Supply for XA-25 AC Adapt XA-25	Available
Canon NULL	CA-570 762	Counter	Power Supply for XA-25 AC Adapt XA-25	Available
Canon NULL	CA-570 761	Counter	Power Supply for XA-25 AC Adapt XA-25	Available

AC Adaptor- GL2

Canon TC-207722	CA-920 302	Counter	GL-2 Power Supply AC Adaptor- GL2	Available
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Accessory Pack

Canon NULL	NULL 775	Counter	Breakout, HDMI, USB Accessory Pack	Available
Canon NULL	NULL 780	Counter	Breakout, HDMI, USB Accessory Pack	Available
Canon NULL	Null 771	Counter	XA-25 Accessory Pack Accessory Pack	Available

Adapter

Vello	Triple Shoe 10712	Counter	Triple Shoe Adapter Bracket Adapter	Available
Focal	10714	Counter	Swivel Shoe Adapter Bracket Adapter	Available
Sennheiser	CL-200 10722	Counter	XLR-M to 1/8" Stereo Plug Adapter	Available
Cool Lux	MD3000 10716	Counter	Double Shoe Adapter Bracket Adapter	Available
NRG	Triple Shoe 10713	Counter	Triple Shoe Adapter Bracket Adapter	Available

Articulate Arm

Ikan	MA 206 628	Counter	6" Articulating Arm Articulate Arm	Available
Ikan	MA 206 627	Counter	6" Articulating Arm Articulate Arm	Available

Audio Monitor

Wohler 25320101C	AMP-1A 454	TVIB	2 Channel Rackmount Audio Monitor Audio Monitor	Available
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AV Cart

Equipment List
Status: Available, Installed

AV Cart

Sears	Production Cart	Rolling Studio Monitor Cart
485	Counter	AV Cart Available

Avid

2	Counter	Avid and Pinnacle Edit Avid Available
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Bag, Light Kit

Impact	NA	Photoflex Kit
503	Counter	Bag, Light Kit Available

Batt BP-820

Canon	BP-820	XA-25 Battery
NA	1034	Counter Batt BP-820 Available
Canon	BP-820	XA-25 Battery
NA	1033	Counter Batt BP-820 Available
Canon	BP-820	XA-25 Battery
NA	1032	Counter Batt BP-820 Available
Canon	BP-820	XA-25 Battery
NA	671	Counter Batt BP-820 Available
Canon	BP-820	XA-25 Battery
NA	690	Counter Batt BP-820 Available
Canon	BP-820	XA-25 Battery
NA	1023	Counter Batt BP-820 Available

Batt BP-828

Canon	BP-828	XA-25 Battery
	1072	Counter Batt BP-828 Available
Canon	BP-828	XA-25 Battery
	1066	Counter Batt BP-828 Available
Canon	BP-828	XA-25 Battery
	1067	Counter Batt BP-828 Available
Canon	BP-828	XA-25 Battery
	1065	Counter Batt BP-828 Available
Canon	BP-828	XA-25 Battery
	1057	Counter Batt BP-828 Available
Canon	BP-828	XA-25 Battery
	1036	Counter Batt BP-828 Available
Canon	BP-828	XA-25 Battery
	1073	Counter Batt BP-828 Available
Canon	BP-828	XA-25 Battery
	1025	Counter Batt BP-828 Available
Canon	BP-828	XA-25 Battery
NA	1024	Counter Batt BP-828 Available
Canon	BP-828	XA-25 Battery
	1056	Counter Batt BP-828 Available

Equipment List

Status: Available, Installed

Batt. Phantom

Neuman	BS-48i		Battery Powered Phantom Power
1981129890402	542	Counter	Batt. Phantom Available

Battery

	10730	Counter	Batt Pack 3000mAh Battery Available
GoPro	10686	Counter	GoPro Battery Battery Available
GoPro	10685	Counter	GoPro Battery Battery Available
GoPro	10684	Counter	GoPro Battery Battery Available

Batt-JVC 50

IDI	SSL-JVC50-P		JVC 600 Battery
2AQ80657	701	Counter	Batt-JVC 50 Available
IDI	SSL-JVC50		JVC 600 Battery
2AQ50129	702	Counter	Batt-JVC 50 Available
IDX	SSL-JVC50P		JVC 600 Battery
PSE2AR40329	711	Counter	Batt-JVC 50 Available
IDX	SSL-JVC50-P		JVC 600 Battery
3aQA0264	624	Counter	Batt-JVC 50 Available

Beachtek MM-5D

Beachtek	Multimount 5D		5 Position Shoe Mount
	620	Counter	Beachtek MM-5D Available
Beachtek	Multimount 5D		5 Position Shoe Mount
	621	Counter	Beachtek MM-5D Available

Cable Tester

Behringer	CT-100		Cable Tester
S1200857133	565	Counter	Cable Tester Available

Cable, DV B/O

TecNec	CMC-T22363612		Datavideo Com and Tally Breakouts
NA	743	TVIB	Cable, DV B/O Available
TecNec	CMC-T2246959		Datavideo Com and Tally Breakouts
NA	745	TVIB	Cable, DV B/O Available
TecNec	CMC-T22363612		Datavideo Com and Tally Breakouts
NA	744	TVIB	Cable, DV B/O Available
TecNec	CMC-T2246959		Datavideo Com and Tally Breakouts
NA	746	TVIB	Cable, DV B/O Available
TecNec	CMC-T2246959		Datavideo Com and Tally Breakouts
NA	747	TVIB	Cable, DV B/O Available
TecNec	CMC-T2246959		Datavideo Com and Tally Breakouts
NA	748	TVIB	Cable, DV B/O Available

Cable, Sen 1/8"

Equipment List

Status: Available, Installed

Cable, Sen 1/8"

Sennheiser	CL-1		1/8"	
	472	Counter	Cable, Sen 1/8"	Available
Sennheiser	CL-1		1/8"	
	468	Counter	Cable, Sen 1/8"	Available
Sennheiser	CL-1		1/8"	
	477	Counter	Cable, Sen 1/8"	Available
Sennheiser	CL-1		1/8"	
	470	Counter	Cable, Sen 1/8"	Available
Sennheiser	CL-1		1/8"	
	632	Counter	Cable, Sen 1/8"	Available
Sennheiser	CL-1		1/8"	
	469	Counter	Cable, Sen 1/8"	Available

Cable, Senn XLR

Sennheiser	CL-100		XLR-1/8" Stereo Locking	
	713	Counter	Cable, Senn XLR	Available
Sennheiser	CL-100		XLR-1/8" Locking	
	467	Counter	Cable, Senn XLR	Available
Sennheiser	CL-100		XLR-1/8" Locking	
	463	Counter	Cable, Senn XLR	Available
Sennheiser	CL-100		XLR-1/8" Locking	
	462	Counter	Cable, Senn XLR	Available
Sennheiser	CL-100		XLR-1/8" Locking	
	461	Counter	Cable, Senn XLR	Available
Sennheiser	CL-100		XLR-1/8" Locking	
	460	Counter	Cable, Senn XLR	Available
Sennheiser	CL-100		XLR-1/8" Stereo Locking	
	714	Counter	Cable, Senn XLR	Available

Cam XA25-Studio

Canon	XA-25		Canon XA-25 HD Camera Studio 2	
692712300150	662	Counter	Cam XA25-Studio	Available
Canon	XA-25		Canon XA-25 HD Camera Studio 1	
692712300144	661	Counter	Cam XA25-Studio	Available
Canon	XA-25		Canon XA-25 HD Camera Studio 3	
6292712300159	663	Counter	Cam XA25-Studio	Available

Camera Slider

Konova	C3-100		Camera Slider	
	10653	Office	Camera Slider	Available

Cam-JVC 600U

JVC	GY-HM600U		Staff JVC	
157M0017	344	Counter	Cam-JVC 600U	Available

Cam-JVC Rick

Equipment List

Status: Available, Installed

Cam-JVC Rick

JVC	GY-HM-600U	JVC 600
177MO866	623 Counter	Cam-JVC Rick Available

Canon XA25-Mmbr

Canon	XA-25	Canon XA-25 HD Camera Member 4
692072900127	1014 Counter	Canon XA25-Mmbr Available

Canon	XA-25	Canon XA-25 Camera Member 5
692072900122	1038 Counter	Canon XA25-Mmbr Available

Canon	XA-25	Canon XA-25 HD Camera Member 3
6927123001857	670 Counter	Canon XA25-Mmbr Available

Canon	XA-25	Canon XA-25 HD Camera Member 2
692712300115	669 Counter	Canon XA25-Mmbr Available

Canon XA25-TVIB

Canon	XA-25	Canon XA-25 HD Camera TVIB 1
692712300137	664 Counter	Canon XA25-TVIB Available

Canon	XA-25	Canon XA-25 HD Camera TVIB 4
692712300158	667 Counter	Canon XA25-TVIB Available

Canon	XA-25	Canon XA-25 HD Camera TVIB 2
692712300151	665 Counter	Canon XA25-TVIB Available

Canon	XA-25	Canon XA-25 HD Camera TVIB 3
692692200277	666 Counter	Canon XA25-TVIB Available

Charger

Synergy	NP-F770	Battery Pack Charger for NP-F770
	10690 Counter	Charger Installed

Sony		Battery Charger
	10699 Counter	Charger Installed

	10689 Counter	NIMH Charger for AA Batteries
		Charger Installed

ID	LC-2J	Battery Charger
	10687 Counter	Charger Installed

ID	LC-2J	Battery Charger
	10688 Counter	Charger Installed

Sony		Battery Charger
	10697 Counter	Charger Installed

Sony		Battery Charger
	10698 Counter	Charger Installed

Sony		Battery Charger
	10695 Counter	Charger Installed

Synergy	NP-F770	Battery Pack Charger for NP-F770
	10691 Counter	Charger Installed

Sony		Battery Charger
	10696 Counter	Charger Installed

Sony		Battery Charger
	10693 Counter	Charger Installed

Equipment List

Status: Available, Installed

Charger

Sony	10694	Counter	Battery Charger Charger	Installed
Sony	10692	Counter	Battery Charger Charger	Installed

Chg, Canon XA25

Canon	CG-800 809	Counter	Charger Chg, Canon XA25	Available
Canon	CG-800 806	Counter	Charger Chg, Canon XA25	Available
Canon	CG-800 805	Counter	Charger Chg, Canon XA25	Available
Canon	CG-800 804	Counter	Charger Chg, Canon XA25	Available
Canon	CG-800 803	Counter	Charger Chg, Canon XA25	Available
Canon	CG-800 802	Counter	Charger Chg, Canon XA25	Available
Canon	CG-800 801	Counter	Charger Chg, Canon XA25	Available

Chg, Watson

Watson	Duo 813	Counter	Dual Charger Chg, Watson	Available
Watson	Duo 814	Counter	Dual Charger Chg, Watson	Available
Watson	Duo 812	Counter	Dual Charger Chg, Watson	Available
Watson	Duo 811	Counter	Dual Charger Chg, Watson	Available
Watson	Duo 815	Counter	Dual Chg, Watson	Available

Com, BP DV

Datavideo NA	ITC-100SL 734	Control Room	Datavideo Beltpack Com, BP DV	Available
Datavideo NA	ITC-100SL 738	Counter	Datavideo Beltpack Com, BP DV	Available
Datavideo NA	ITC-100SL 733	Control Room	Datavideo Beltpack Com, BP DV	Available
Datavideo NA	ITC-100SL 737	Counter	Datavideo Beltpack Com, BP DV	Available
Datavideo NA	ITC-100SL 735	Counter	Datavideo Beltpack Com, BP DV	Available
Datavideo NA	ITC-100SL 731	Control Room	Datavideo Beltpack Com, BP DV	Available

Equipment List

Status: Available, Installed

Com, HD, DV

Datavideo NA	HP-1 696	Counter	Data Video HP-1 Single Side Headset Com, HD, DV	Available
Datavideo NA	HP-1 695	Counter	Data Video HP-1 Single Side Headset Com, HD, DV	Available
Datavideo NA	HP-1 1050	Counter	Data Video HP-1 Single Side Headset Com, HD, DV	Available
Datavideo NA	HP-1 698	Counter	Data Video HP-1 Single Side Headset Com, HD, DV	Available

Computer

Antek Computer	900W 10676	Office	Computer Computer	Installed
CUK Stratos	10637	Counter	Edit-PC3 Computer	Available

Computer Bag

Amazon	Laptop Bag 10728	Counter	Computer bag Computer Bag	Available
Amazon	Laptop Bag 10727	Counter	Computer bag Computer Bag	Available
Dell	Laptop Bag 10719	Counter	Computer bag Computer Bag	Available
Targus	Laptop Bag 10720	Counter	Computer bag Computer Bag	Available

Converter

Gigaware	25-223 10679	Counter	PC to TV Converter Converter	Available
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Decimator2 Std

Decimator DHB-05711	Decimator 2 750	Control Room	HD to SD Converter Decimator2 Std	Available
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Decimator2 TVIB

Decimator DHB-05710	Decimator 2 749	TVIB	HD to SD Converter Decimator2 TVIB	Available
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Dock, Ronin

Atomos NA	ATOM-DCK001 740	Counter	Atomos Ronin Docking Station Dock, Ronin	Available
Atomos NA	ATOM-DCK001 730	Counter	Atomos Ronin Docking Station Dock, Ronin	Available

Dolly, Lt Wt

unkown	Studio Dolly 339	Counter	Ltwt Studio Dolly Dolly, Lt Wt	Available
unkown	studio dolly 340	Counter	ltwt studio dolly Dolly, Lt Wt	Available

Equipment List

Status: Available, Installed

Dolly, Lt Wt

Unknown	Studio Dolly	Ltwt Studio Dolly	
341	Counter	Dolly, Lt Wt	Available

Dracaster

Dracaster	S-Series		
10656	Counter	Dracaster	Available

DVD Player

JVC	DVD Player		
10673	Office	DVD Player	Installed

DVD Recorder

Toshiba	DR430	DVD Recorder	
10745	Office	DVD Recorder	Available
Toshiba	DR430	DVD Recorder	
10747	Office	DVD Recorder	Available
Toshiba	DR430	DVD Recorder	
10748	Office	DVD Recorder	Available
Toshiba	DR430	DVD Recorder	
10746	Office	DVD Recorder	Available

DVD-R

Toshiba	DR430KU	DVD Recorder	
A02A89354U6300	405	Broadcast Rack	DVD-R
			Available
Toshiba	DR410	DVD Recorder	
308	Counter	DVD-R	Available
Toshiba	DR410	DVD Recorder	
307	TVIB	DVD-R	Available

DVR-HD-Studio

	Ronin		
10363	Control Room	DVR-HD-Studio	Available

DVR-HD-TVIB

Atomos	Ronin	HD Digital Video Recorder	
B2A94RON50B07	718	TVIB	DVR-HD-TVIB
			Available

Edit-Rick

	Rick's Edit PC		
1004	Counter	Edit-Rick	Available

Encoder

Cisco	DV-3	Cisco Encoder	
10674	Broadcast Rack	Encoder	Available

Fax/Copier/Prin

Canon	MF644Cdw	Printer/Copier/Fax Machine	
10638	Counter	Fax/Copier/Prin	Available

Fishpole 9'

Equipment List

Status: Available, Installed

Fishpole 9'

Gitzo	G 1552		9' carbon fiber boom
	268	Counter	Fishpole 9' Available

Flex Fill

Visual Departures	Flexfill		37" White & Silver Flex Fill
	348	Counter	Flex Fill Available

Go Pro Hero 3

Go Pro	Hero 3 Silver		Go Pro Hero 3 In Case
	705	Counter	Go Pro Hero 3 Available

Go Pro	Hero 3 Silver		Go Pro Hero 3 In Case
	706	Counter	Go Pro Hero 3 Available

Grip Bag Medium

Portabrace	DVO-2		Portabrace DVO-2
	25	Counter	Grip Bag Medium Available

Portabrace	DVO-2		Portabrace DVO-2
	31	Counter	Grip Bag Medium Available

Grip Bag Small

Portabrace	PC 101		Portabrace PC 101
	11	Counter	Grip Bag Small Available

Portabrace 11/8/6	PC 101		Portabrace PC 101
	217	Counter	Grip Bag Small Available

H.264 Recorder

DataVideo	HDR-1		Digital Recorder
00642585	1075	Control Room	H.264 Recorder Available

HD, Ronin TVIB

MANUFACTURER	MODEL		Atomos Ronin HD-TVIB
SERIAL	659	TVIB	HD, Ronin TVIB Available

Manu	mod		Atomos Ronin HD-TVIB
serial	660	TVIB	HD, Ronin TVIB Available

HD, Ronin, CR

man	mod		Atomos Ronin Hard Drive-Control Room
ser	720	Control Room	HD, Ronin, CR Available

man	mod		Atomos Ronin Hard Drive-Control Room
ser	719	Control Room	HD, Ronin, CR Available

Head Set

datavideo	HP-1		HP-1 for Production Only
N/A	1080	TVIB	Head Set Available

Headphone, FLD

Sony	Sony FLD		Sony
N/A	1081	Counter	Headphone, FLD Available

Headphones

Equipment List
Status: Available, Installed

Headphones

Sennheiser	HD-202		Headphones, Studio and Edit
	364	Counter	Headphones Available
AKG	K-240		Headphones, Studio and Edit
	366	Counter	Headphones Available

Headphones, Fld

Sony	MDR-ZX100		Sony Field Headphones
	594	Counter	Headphones, Fld Available
Sony	MDR-ZX100		Sony Field Headphones
	596	Counter	Headphones, Fld Available
Broken by Member - Paid for MDR-ZX110 replacement			
Sony	MDR-ZX100		Sony Field Headphones
	595	Counter	Headphones, Fld Available
Sennheiser	HD 202		Sennheiser Field Headphones
None	1022	Counter	Headphones, Fld Available
Sennheiser	HD 202		Sennheiser Field Headphones
None	1020	Counter	Headphones, Fld Available
Sennheiser	HD 202		Sennheiser Field Headphones
None	1021	Counter	Headphones, Fld Available
Sony	MDR-V150		Sony Field Headphones
	361	Control Room	Headphones, Fld Available

	1054	Counter	Sony Field Headphones
			Headphones, Fld Available
Sony	MDR-ZX110		Sony Field Headphones
None	1052	Counter	Headphones, Fld Available

Headset - Comm

Datavideo	HP1		TV in a box - Additional Eq
N/A	1082	Counter	Headset - Comm Available

Hoodman

Hoodman	HD-450		Hoodman LCD Shade
	757	Counter	Hoodman Available
Hoodman	HD-450		Hoodman LCD Shade
	751	Counter	Hoodman Available
Hoodman	HD-450		Hoodman LCD Shade
	758	Counter	Hoodman Available
Hoodman	HD-450		Hoodman LCD Shade
	760	Counter	Hoodman Available

Hot Shoe Plate

Sennheiser	CA-2		Hot Shoe Wireless Plate
	634	Counter	Hot Shoe Plate Available
Sennheiser	CA-2		Hot Shoe Wireless Plate
	639	Counter	Hot Shoe Plate Available
Sennheiser	CA-2		Hot Shoe Wireless Plate
	638	Counter	Hot Shoe Plate Available

Equipment List

Status: Available, Installed

Hot Shoe Plate

Sennheiser	CA-2			Hot Shoe Wireless Plate	
	637	Counter		Hot Shoe Plate	Available
Sennheiser	CA-2			Hot Shoe Wireless Plate	
	640	Counter		Hot Shoe Plate	Available
Sennheiser	CA-2			Hot Shoe Wireless Plate	
	635	Counter		Hot Shoe Plate	Available
Sennheiser	CA-2			Hot Shoe Wireless Plate	
	636	Counter		Hot Shoe Plate	Available

Humbucker

ADC	Humbucker			Video Humbucker	
NULL	496	Counter		Humbucker	Available

Jib

Atlas				Atlas Jib Pole	
	10681	Counter		Jib	Available
Atlas				Atlas Jib Pole	
	10682	Counter		Jib	Available

Jib Small

VariZoom	Solo Jib			Small Camera Jib + Tripod + Spreader	
	1069	Counter		Jib Small	Available
Donated - Cost above is replacement value					

Laptop

HP	G6-1D2D1X			Laptop	
	603	Counter		Laptop	Available
Lenovo	T450S			Laptop	
	1068	Staff Office		Laptop	Installed
Lenovo	T460S			Laptop	
	1098	Counter		Laptop	Available
Lenovo	T460S			Laptop	
	1099	Counter		Laptop	Available

Light Console

Carvin	LC-24			Carvin 24 Ch console	
???	119	Counter		Light Console	Available

Light Dimmer

Carvin	DP-4			Carvin 6 Ch Dimmer	
	127	Counter		Light Dimmer	Available
Carvin	DP-4			Carvin 6 Ch Dimmer	
	126	Counter		Light Dimmer	Available

Light, DPB800RL

Photoflex	DP-B800 RL			250w Broad	
	505	Counter		Light, DPB800RL	Available

Light, Mini 128

Equipment List

Status: Available, Installed

Light, Mini 128

Digital Juice	VL-128S		Mini Burst 128	
Null	597	Counter	Light, Mini 128	Available
Bag, Charger, Auto Adapt, 1/4" Post, 2 Batteries, Wall power, Diffuser, Warm Gel				
Digital Juice	VL-128S		Mini Burst 128	
Null	598	Counter	Light, Mini 128	Available
Bag, Charger, Auto Adapt, 1/4" Post, 2 Batteries, Wall power, Diffuser, Warm Gel				

Lighting

Optima	10662	Counter	Optima Light Set Lighting	Available
Optima	10663	Counter	Optima Light Set Lighting	Available
Optima	10664	Counter	Optima Light Set Lighting	Available
Optima	10666	Counter	Optima Light Set Lighting	Available
Chauvet	PAR38B 10661	Counter	Lighting set Lighting	Available
Optima	10667	Counter	Optima Light Set Lighting	Available
Optima	10665	Counter	Optima Light Set Lighting	Available
Chauvet	PAR38B 10660	Counter	Lighting set Lighting	Available
Lyra	10657	Counter	Lyra Lighting Kit Lighting	Available
Chauvet 10870	PAR38B 10659	Counter	Lighting set Lighting	Available

Lt Stnd 6.5'

Amvona	AS-803 504	Counter	Amvona 6'6" Light Stand Lt Stnd 6.5'	Available
Amvona	AS-803 501	Counter	Amvona 6'6" Light Stand Lt Stnd 6.5'	Available

Lt Stnd 7.5'

Smith Victor	S5 278	Counter	7.5' Smith Victor Ltw Lt Stnd 7.5'	Available
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Lt Stnd 8' "C"

Amvona	C Stand 276	Counter	8' Amvona Hvy Duty Light Stand Lt Stnd 8' "C"	Available
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Lt Umbrella 39"

Photoflex	39" 346	Counter	Umbrella Lt Umbrella 39"	Available
Photoflex	39" 347	Counter	Umbrella Lt Umbrella 39"	Available

Equipment List

Status: Available, Installed

MIC - 3-MIC Kit

Samson MIC Kit #1091	R-21 1088	Counter	Samson Dynamic Microphone 1 of 3 MIC - 3-MIC Kit Available
Samson Kit Tag #1087	R-21 1086	Counter	Samson Dynamic Microphone 3 of 3 MIC - 3-MIC Kit Available
Samson MIC Kit #1091	R-21 1089	Counter	Samson Dynamic Microphone 1 of 3 MIC - 3-MIC Kit Available
Samson MIC Kit #1091	R-21 1090	Counter	Samson Dynamic Microphone 1 of 3 MIC - 3-MIC Kit Available
Samson Kit Tag #1087	R-21 1084	Counter	Samson Dynamic Microphone 1 of 3 MIC - 3-MIC Kit Available
Samson Kit Tag #1087	R-21 1085	Counter	Samson Dynamic Microphone 2 of 3 MIC - 3-MIC Kit Available

Mic Cardio Kit

Peavey None	Mic Kit 480	Counter	Cardioid Mic, Stand, Boom, Cable Mic Cardio Kit Available
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Mic Screen

	10715	Counter	Windscreen Frame for Studio Mic Mic Screen Available
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Mic Splitter

Horizon	NA 147	Counter	1 in 2 out mic splitter Mic Splitter Available
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MIC WLess Kit

Nady N/A Kit 1092 2 of 3	Microphone 1096	Counter	Nady Mic MIC WLess Kit Available
Nady 21726081451 Kit 1	DKW-Duo 1094	Counter	Nady Receiver MIC WLess Kit Available
Nady 21726090393 Kit 1	DKW-Duo 1093	Counter	Nady Receiver MIC WLess Kit Available
Nady N/A Kit 1092 1 of 3	Microphone 1095	Counter	Nady Mic MIC WLess Kit Available
Nady N/A Kit 1092 3 of 3	Microphone 1097	Counter	Nady Mic MIC WLess Kit Available

Mic, Boundary

Audio Technica	AT 851-A 182	Counter	AT 851-A Boundary Mic and Power Module Mic, Boundary Available
Crown NULL	PZM-30-FS 526	Counter	Boundary Mic Mic, Boundary Available

Mic, Lav Samson

Samson	QL-5 CL 515	Counter	Samson Phantom Powered Lav Mic, Lav Samson Available
Samson	QL-5 CL 521	Counter	Samson Phantom Powered Lav Mic, Lav Samson Available

Equipment List

Status: Available, Installed

Mic, Lav Samson

Samson	QL-5 CL		Samson Phantom Powered Lav
	523	Counter	Mic, Lav Samson Available
Samson	QL-5 CL		Samson Phantom Powered Lav
	519	Counter	Mic, Lav Samson Available

Mic, MS ST Zoom

Zoom	MSH-6		Zoom MS Stereo Mic
17071	1063	Counter	Mic, MS ST Zoom Available

Mic, Senn Lav

Sennhesier	ME-4		Cardioid
	464	Counter	Mic, Senn Lav Available
Sennheiser	ME-4		Cardiod
	474	Counter	Mic, Senn Lav Available
Sennheiser	ME-2		Omnidirectional
	466	Counter	Mic, Senn Lav Available
Sennheiser	ME-4		Cardiod
	455	Counter	Mic, Senn Lav Available
Missing Clip			
Sennheiser	ME-2		Omni
	631	Counter	Mic, Senn Lav Available
Sennheiser	ME-4		Cardiod
	716	Counter	Mic, Senn Lav Available

Mic, SG ECZ660

Azden	ECZ-660		Shotgun 10"
	269	Counter	Mic, SG ECZ660 Available

Mic, SG ST Zoom

Zoom	XYH-6		Zoom XY Stereo Mic
	1062	Counter	Mic, SG ST Zoom Available

Mic, SG Zoom

Zoom	SSH-6		Zoom Stereo Shotgun Mic
009616	1061	Counter	Mic, SG Zoom Available

Mic, SG, AT815b

Audio Technica	AT-815b		Audio Technica Shotgun
	216	Counter	Mic, SG, AT815b Available

Mic, SG, AT877

Audio Technica	AT-877		11" Shotgun
	265	Counter	Mic, SG, AT877 Available
Phantom or AA Powered			

Mic, SG, Azden

Azden	ECZ-990		Shotgun
	251	Counter	Mic, SG, Azden Available
Azden	SGM-X		Shotgun
	250	Counter	Mic, SG, Azden Available

Equipment List

Status: Available, Installed

Mic, SG, Rode

Rode	VM		Cam mic #6	
6	5	Counter	Mic, SG, Rode	Available
Rode	VM		Cam Mic 5	
5	27	Counter	Mic, SG, Rode	Available

Mic, SG, Rode N

Rode	NTG-2		11" Shotgun Mic-XLR	
0202452	1013	Counter	Mic, SG, Rode N	Available
Rode	NTG-2		11" Shotgun Mic-XLR	
0265187	1071	Counter	Mic, SG, Rode N	Available

Mic, Wired Lav

Audio Technica	ATR35s		Button batty powered wired lav	
	271	Counter	Mic, Wired Lav	Available
Audio Technica	ATR35s		Button batty powered wired lav	
	270	Counter	Mic, Wired Lav	Available
Sony	ECM-77B		Lav	
	555	Counter	Mic, Wired Lav	Available
Sony	ECM-77B		Wired Lav	
	1049	Counter	Mic, Wired Lav	Available
Crown	GLM-200		Battery Powered Wired Lav	
	509	Counter	Mic, Wired Lav	Available
Sony	ECM-66B		Lav	
	554	Counter	Mic, Wired Lav	Available
Audio Technica	AT-831b		Power Module Lav Mic	
	181	Counter	Mic, Wired Lav	Available
MXL	FR-351		Wired Lav	
	592	Counter	Mic, Wired Lav	Available
Audio Technica	AT-831b		Power Module Lav Mic	
	180	Counter	Mic, Wired Lav	Available
Sony	ECM-66B		Lav	
	553	Counter	Mic, Wired Lav	Available
Sony	ECM-55B		Battery powered wired lav	
	236	Counter	Mic, Wired Lav	Available
Sony	ECM-55B		Battery powered wired lav	
	235	Counter	Mic, Wired Lav	Available
MXL	FR-350		Wired Lav	
	593	Counter	Mic, Wired Lav	Available
Shure	MX-183		Shure MX-183 Omni Lav (Phantom)	
None	438	Counter	Mic, Wired Lav	Available
Sony	ECM-77B		Lav	
	557	Counter	Mic, Wired Lav	Available

Mic, Sen, Wles, R5

Sennheiser	EW 100 G3		Receiver	
4441036634	629	Counter	Mic, Sen, Wles, R5	Available

Equipment List

Status: Available, Installed

Mic,Sen,Wles,R5

Sennhesier	SK100		Receiver	
108856	106	Counter	Mic,Sen,Wles,R5	Available
Sennheiser	EK100		Receiver	
132652	123	Counter	Mic,Sen,Wles,R5	Available

Mic,Sen,Wles,R7

Sennheiser	EK100		Receiver	
103907	121	Counter	Mic,Sen,Wles,R7	Available

Mic,Sen,Wles,T5

Sennheiser	SK 100		Transmitter	
4441067284	630	Counter	Mic,Sen,Wles,T5	Available
Sennheiser	SK100		Transmitter	
158248	124	Counter	Mic,Sen,Wles,T5	Available
Sennheiser	SK100		Transmitter	
158249	122	Counter	Mic,Sen,Wles,T5	Available

Mic,Sen,Wles,T7

Sennheiser	EK100		Transmitter	
112434	120	Counter	Mic,Sen,Wles,T7	Available

Microphone

Sennheiser			Wired Lav Microphone	
	10723	Counter	Microphone	Available
Canon	DM-100		Directional Stereo Shotgun Microphone	
	10718	Counter	Microphone	Available
Rapeo Horizon	STL-1		Stereoline Passive Direct Shotgun Mic	
79939431179	10729	Counter	Microphone	Available
Power DeWise			Wired Lav Microphone 1/8" Plug	
	10721	Counter	Microphone	Available
Audio-Technica	PRO-4L		Microphone	
	10703	Counter	Microphone	Available
Sennheiser	Rode		Rode Shotgun Microphone	
	10680	Counter	Microphone	Available
Radio Shack	31-3037		Hand Microphone	
	10700	Counter	Microphone	Available
Radio Shack	31-3037		Hand Microphone	
	10701	Counter	Microphone	Available
Audio-Technica	PRO-4L		Microphone	
	10702	Counter	Microphone	Available
Crown			Piezo Mic	
	10704	Counter	Microphone	Available
Radio Shack	31-3036		Hand Microphone	
	10709	Counter	Microphone	Available
Sennheiser			Lav Microphone	
	10707	Counter	Microphone	Available

Equipment List
Status: Available, Installed

Microphone

Sennheiser	10708	Counter	Lav Microphone Microphone	Available
Sennheiser	10706	Counter	Lav Microphone Microphone	Available
Radio Shack	31.3036 10711	Counter	Hand Microphone Microphone	Available
Radio Shack	31-3036 10710	Counter	Hand Microphone Microphone	Available

Microphone LAV

AudioTechnica 613	Wired LAV 1083	Counter	Mic Wire LAV Microphone LAV	Available
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Mini DVD Record

JVC 16730160	BR-DV3000U 10652	Office	Mini-DVD Recorder Mini DVD Record	Available
JVC 10035658	BR-DV3000U 10651	Office	Mini-DVD Recorder Mini DVD Record	Available

Mixer, A&H 16

Allen & Heath QU16CX-734484	QU-16 1059	Control Room	Allen & Heath QU-16 Mixer, A&H 16	Available
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Mixer, Fld, 4ch

Mackie 002551000CPIA08	402VLZ4 1028	Counter	4 Input Field Mixer Mixer, Fld, 4ch	Available
Rolls 11361272	MX-410 599	Counter	4 Input Field Mixer Mixer, Fld, 4ch	Available

Mixer, Mack 12

Mackie 21-HD32966	DFX-12 158	Counter	Mackie 12 Channel Mixer Mixer, Mack 12	Available
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Mixer, Sh 5 In

Shure	SCM-268 313	TVIB	TVIB Audio Mixer Mixer, Sh 5 In	Available
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Mon 19" Prod

Sony 2000563	BVM-1910 552	Broadcast Rack	19" Monitor Mon 19" Prod	Installed
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Mon Double LCD

McLafflin Mobile	495	TVIB	Double LCD Monitor Mon Double LCD	Available
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Mon Triple LCD

McLafflin Mobile	489	TVIB	Triple LCD Monitor Mon Triple LCD	Available
McLafflin Mobile	488	TVIB	Triple LCD Monitor Mon Triple LCD	Available

Equipment List
Status: Available, Installed

Mon Triple LCD

McLafflin Mobile			Triple LCD Monitor	
	490	TVIB	Mon Triple LCD	Available

Mon. 13"

Sony	PVM-1354-Q		13" Monitor	
2003110	551	Broadcast Rack	Mon. 13"	Installed
Sony	PVM-1341		13" Monitor	
2006594	550	Broadcast Rack	Mon. 13"	Installed

Mon. 9" Con Rm

Sony	PVM 9L1		9" Monitor	
6206096	316	Control Room	Mon. 9" Con Rm	Available

Monitor

Samsung			Computer Monitor for Tricaster TC1	
	10648	Control Room	Monitor	Available
Polaroid	TLAC02255113B02		Polaroid Monitor September 2013	
TLAC02255113B0	1077	Office	Monitor	Available
Pro-Verite			Pro-Verite Professional Series Monitor	
	10646	Control Room	Monitor	Available
Element Electronics	EFEFT195		Element Model ELEFT195	
F13002282200018	1076	Office	Monitor	Available
Element			19" HDMI Monitor	
	10683	Office	Monitor	Available
Westinghouse			Westinghouse Monitor	
	10733	Office	Monitor	Available
Samsung			Computer Monitor for Tricaster TC1	
	10647	Control Room	Monitor	Available
Acerr	G215H		Acer G215H Abd Jan 2011	
ETLJ90D0021040E	1078	Office	Monitor	Available
			Computer Monitor	
	10677	Office	Monitor	Installed
Samsung	S27C230		Monitor	
	10671	Office	Monitor	Available
Peter's Monitor				
ASUS	VE228		Monitor	
	10670	Office	Monitor	Available
ASUS	VE228		Monitor	
	10669	Office	Monitor	Available
EDIT PC1				
HP	GM712AA		Monitor HP GM712AA	
CND8040CMX	1079	Office	Monitor	Available
Dell	ST222L0MG5116		Dell Monitor	
ZW4399BA28D	10668	Office	Monitor	Installed
Edit-PC2				

Monitor w Tuner

Equipment List

Status: Available, Installed

Monitor w Tuner

Sylvania T36583184	5420FF 322	Broadcast Rack	Monitor with Tuner Monitor w Tuner	Installed
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Music Stand

Unknown	Unknown 562	Counter	Music Stand Music Stand	Available
Unknown	Unknown 561	Counter	Music Stand Music Stand	Available

Office Equip.

Compaq CNC81GRY6R	W17Q 396	Office	Streamer Monitor Office Equip.	Installed
Acer See notes below ETL520914171000A446341	AL1916W 397	Office	Mark's PC Monitor Office Equip.	Available
Samsung HA19HVFP114850	941BW 398	Counter	Counter Monitor Office Equip.	Installed
E Machines See below Notes ETQ270W00193508D924310	E211H 401	Office	Edit PC Monitor Office Equip.	Available
HP 3CQ0266XOL	s2031 403	Office	Control Room PC Monitor Office Equip.	Available
HP CNT937Z3VP	HP2159m 395	Office	Ernie's Monitor Office Equip.	Installed
HP CNC92202SJ	W2338H 416	Office	Mark's Mac Monitor Office Equip.	Installed
Acer See below ETLB404001737088504300	P241WA 404	Office	Lee's PC Monitor Office Equip.	Available
Acer See Below ETL7409038731019A56340	AL2216W 394	Office	Rick's Monitor Office Equip.	Available
HP CNLJP10292	Laserjet 3390 393	Office	Lee's Printer Office Equip.	Installed
Symetrix	AGC 421M 335	Broadcast Rack	Audio Leveler Office Equip.	Installed
Leightronix	Nexus 334	Broadcast Rack	Broadcast Server Office Equip.	Available
Brother	2170 331	Office	Printer Office Equip.	Installed
HP	P6234F 327	Office	Ernie's PC Office Equip.	Available
HP 4CE0130R5B	HPE210F 325	Office	Rick's PC Office Equip.	Available
HP 3CR8110QC1	M-8430-F 323	Office	Lee's PC Office Equip.	Installed

Equipment List

Status: Available, Installed

Office Equip.

Epson VC8Y001250	Perfection V19 1019 Office	Scanner Office Equip.	Available
Primera 2140600514	Disc Pub SE 1018 Office	DVD Duplicator Office Equip.	Available
HP	M8530F 326 Office	Streamer Office Equip.	Installed
Radiant Communications 201215004	VAB-705-SR-UA5 479 Broadcast Rack	Laser Receiver - Keene High School Office Equip.	Available
Fostex 205351	6301B 528 Broadcast Rack	Powered Speaker Office Equip.	Available
ESE 746	ES-180 525 Broadcast Rack	NBS Master Clock Office Equip.	Installed
ESE 742	ES-161-EP 514 Broadcast Rack	Master Clock Display Office Equip.	Installed
Cadco	Agile 375 494 Broadcast Rack	Demodulator (City Hall) Office Equip.	Available
Jerrold A0920262	Commander III A 493 Broadcast Rack	Modulator (To TW Head End) Office Equip.	Installed
Leightronix 10Y7000368	XXXXXXXXXXXXXX 492 Broadcast Rack	Rack Mount Hard Drive Office Equip.	Available
Radiant Communications 201108075	VAB-705-SR-UA5 491 Broadcast Rack	Laser Receiver - Mon. Regional High Schl Office Equip.	Available
Grass Valley Group	10X 531 Broadcast Rack	10X Switcher Office Equip.	Available
Radiant Communications 201215003	VAB-705-SR-UA5 483 Broadcast Rack	Laser Receiver - Keene Middle School Office Equip.	Available
MovieStuff, LLC	Retro-8 Profess 1026 Office	8mm/Super-8 Film Transfer Unit Office Equip.	Available
Simpson NULL	Analog VU Meter 588 Counter	Analog VU Meter Office Equip.	Installed
Middle Atlantic	44 RU Rack 563 Broadcast Rack	44 Rack Unit Rack Office Equip.	Available
Sigma 10870011	VSS-120 543 Broadcast Rack	12 Input AV Switcher Office Equip.	Installed

OmniStore

General Instruments	Omni-Store 10675 Broadcast Rack	General Instruments Omni-Store OmniStore	Available
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Portabrace DV-2

Portabrace	Small Bag 230 Counter	Portabrace Bag CS-DV-2 Portabrace DV-2	Available
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Portabrace DV3

Portabrace 8	GL Bag 354 Counter	Portabrace Bag DV3 Portabrace DV3	Available
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Equipment List

Status: Available, Installed

Portabrace DV3

Portabrace 6	GL2 Bag 221	Counter	Portabrace Bag Portabrace DV3	Available
Portabrace 3	GL-2 153	Counter	Portabrace Bag DV3 Portabrace DV3	Available
Portabrace 9	GL Bag 304	Counter	Portabrace Bag DV3 Portabrace DV3	Available
Portabrace 5	GL2 Bag 227	Counter	Portabrace Bag DV3 Portabrace DV3	Available
Portabrace 10	GL Bag 428	Counter	Medium Camera Bag Portabrace DV3	Available
Portabrace 4	GL2 Bag 219	Counter	Portabrace Bag Portabrace DV3	Available
Portabrace	GL2 Bag 220	Counter	Portabrace Bag Portabrace DV3	Available
Portabrace 7	GL-2 Bag 305	Counter	Portabrace Bag DV3 Portabrace DV3	Available

Portabrace DV-4

Portabrace	CS-DV4 222	Counter	Large Camera Bag Portabrace DV-4	Available
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Portabrace MXC

Portabrace	MXC-302B 1074	Counter	Audio Recorder Bag Portabrace MXC	Available
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PortHD

HP hd0000	Personal Drive 10740	Counter	PortableHard Drive PortHD	Available
Western Digital WDBBKD0020BBK	Passport 10738	Counter	PortableHard Drive PortHD	Available
Western Digital WDBV6Y0040BBK	Passport 10743	Counter	PortableHard Drive PortHD	Available
Western Digital WDBYFT0040BBK	Passport 10744	Counter	PortableHard Drive PortHD	Available
Western Digital WDBBKD0002BK-	Passport 10741	Counter	PortableHard Drive PortHD	Available
Western Digital WDB46Y002DBBK	Passport 10742	Counter	PortableHard Drive PortHD	Available
Western Digital WD06Y0020RBK-	Passport 10739	Counter	PortableHard Drive PortHD	Available

Power Condition

Rack Rider	RR-15 486	TVIB	Lighted Power Conditioner Power Condition	Available
Furman	PL-8 487	TVIB	Lighted Power Conditioner Power Condition	Available

Equipment List
Status: Available, Installed

Printer

	HL-2170W		HL-2170W	
	10672	Office	Printer	Installed

Prod Hdsts

Prod Headset Remote	10366	Counter	Master and 3 Remote 2way Headsets Prod Hdsts	Available
Prod Headset Remote	10367	Counter	Master and 3 Remote 2way Headsets Prod Hdsts	Available
Prod Headset Remote	10368	Counter	Master and 3 Remote 2way Headsets Prod Hdsts	Available
EarTec, Inc	Ultralite HD 10634	Counter	Master and 3 Remote 2way Headsets Prod Hdsts	Available
EarTec	Batt 3.7V 10372	Counter	Battery for Master and Remote Hdsts Prod Hdsts	Available
EarTec	Pwr Pack for Chg 10636	Counter	Master and 3 Remote 2way Headsets Prod Hdsts	Available
EarTec	Batt 3.7V 10369	Counter	Battery for Master and 3 Remote Hdsts Prod Hdsts	Available
EarTec	Batt 3.7V 10370	Counter	Battery for Master and Remote Hdsts Prod Hdsts	Available
EarTec	8 Place Battery 10635	Counter	Master and 3 Remote 2way Headsets Prod Hdsts	Available
Prod Headset Main	10365	Counter	Master and 3 Remote 2way Headsets Prod Hdsts	Available
EarTec	Batt 3.7V 10371	Counter	Battery for Master and Remote Hdsts Prod Hdsts	Available

ProjectorScreen

	Sick Screen		Large Projector Screen (10-12ft)	
	10734	Counter	ProjectorScreen	Available

Remote Head

Bescor	MP-101		Bescor Remote Head, control, power supp	
	156	Counter	Remote Head	Available

Scene Setter

ADJ	Scene Setter		Studio Lighting Controller	
08962163	10645	Control Room	Scene Setter	Available

Shockmount

Audio Technica	AT-8415		Shotgun Shock Mount	
	136	Counter	Shockmount	Available
Generic	NA		Shotgun Shock Mount	
	142	Counter	Shockmount	Available

STAFF- Alex Fle

			STAFF - Alex Fleming	
	10644	Staff Office	STAFF- Alex Fle	Available

Equipment List

Status: Available, Installed

STAFF- Otto J

	10640	Counter	Staff - Otto Jespersen STAFF- Otto J	Available
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STAFF-Nik

	Nik 1043	Counter	Morton STAFF-Nik	Available
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STAFF-Peter

God	Peter 708	Counter	Kehliher STAFF-Peter	Available
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STAFF-Rick

God	Staff: Rick 1001	Counter	Staff: Rick STAFF-Rick	Available
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Strut Cam Case

Strut	DVT-4 616	Counter	Camera Case Strut Cam Case	Available
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Studio Equip

Sennheiser 543660	Klammer Klapper 10717	Counter	Clapper Board Studio Equip	Available
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Studio Rm ONLY!

	1	Counter	Studio Space and Control Room Studio Rm ONLY!	Available
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Switch, Studio

NewTek W7IP11429061974	Tricaster TC1 10639	Control Room	HD Switcher Switch, Studio	Available
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Switch, TVIB

Datavideo 00385743	HS-2800 658	TVIB	All In One HD Switcher Switch, TVIB	Available
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Tally, DV

Datavideo NA	TD-1 723	Control Room	Datavideo Tally Lt Tally, DV	Available
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Datavideo NA	TD-1 721	Control Room	Datavideo Tally Lt Tally, DV	Available
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Datavideo NA	TD-1 722	Control Room	Datavideo Tally Lt Tally, DV	Available
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Datavideo NA	TD-1 725	TVIB	Datavideo Tally Lt Tally, DV	Available
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Datavideo NA	TD-1 728	TVIB	Datavideo Tally Lt Tally, DV	Available
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Datavideo NA	TD-1 729	TVIB	Datavideo Tally Lt Tally, DV	Available
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Test Equipment

Equipment List
Status: Available, Installed

Test Equipment

	10705	Counter	Tone Generator Test Equipment	Available
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Tripod 1, Dave

Bogen	3046/501		Bogen 3046/501	
	163	Counter	Tripod 1, Dave	Available

Tripod 1, Rick

Bogen	3046/501		Bogen 3046-501	
	15	Counter	Tripod 1, Rick	Available

Tripod 3046

Bogen	3046/3063		Bogen 3046/501	
	115	Counter	Tripod 3046	Available
Bogen	3046/501		Bogen 3046/501	
	162	Counter	Tripod 3046	Available
Bogen	3046-501		Bogen 3046-501	
	39	Counter	Tripod 3046	Available

Tripod 3046-EXT

Bogen	3046/501		Bogen 3046/501	
	200	Counter	Tripod 3046-EXT	Available
Bogen	3046/501		Bogen 3046/501	
	318	Counter	Tripod 3046-EXT	Available
Bogen	3046/501		3046 (Extended) 3063	
	476	Counter	Tripod 3046-EXT	Available

Tripod Hd. 501

Manfrotto	501		Fluid Head	
501-K-19947	386	Counter	Tripod Hd. 501	Available
Manfrotto	501		Fluid Head	
501-M-63712	382	Counter	Tripod Hd. 501	Available
Repaired R501.04 8/8/11				
Manfrotto	501		Fluid Head	
501-N-101968	380	Counter	Tripod Hd. 501	Available
Manfrotto	501		Fluid Head	
C-0063755	381	Counter	Tripod Hd. 501	Available

TV

Toshiba			TV Set 9"	
	10649	Broadcast Rack	TV	Available

VDA, Videotek

Videotek	VDA-16		6 Out Video DA	
T-11947338	178	Counter	VDA, Videotek	Available
Videotek	VDA-16		6 Out Video DA	
05980372	137	Counter	VDA, Videotek	Available
Videotek	VDA-16		6 Out Video DA	
05980316	138	Counter	VDA, Videotek	Installed

Equipment List
Status: Available, Installed

VHS Hi8 Rec

Sony	EV-C100		VHS Hi8 Recorder	
	10650	Counter	VHS Hi8 Rec	Available
Sony	EV-C100		VHS Hi8 Recorder	
	10655	Office	VHS Hi8 Rec	Installed
Sony	EV-C100		VHS Hi8 Recorder	
	10654	Office	VHS Hi8 Rec	Installed

Video

Blackmagic Design	Smart Clean Sw		Smart Video Clean Switch 12x12	
	10731	Control Room	Video	Available

VOL-David Payso

	10642	Counter	VOL - David Payson	
			VOL-David Payso	Available

VOL-James Bemis

	10732	Counter	VOL - James Bemis	
			VOL-James Bemis	Available

VOL-Jodi Turner

	10643	Counter	VOL- Jodi Turner	
			VOL-Jodi Turner	Available

VOL-Nikolas Mor

	10641	Staff Office	VOL- Nikolas Morton	
			VOL-Nikolas Mor	Available

White Card

	257	Counter	White Balance Card	
			White Card	Available
	263	Counter	White Balance Card	
			White Card	Available
Portabrace	WC-1		White Balance Card	
	255	Counter	White Card	Available
	427	Counter	White Balance Card	
			White Card	Available

Wireless Mic

	CM-520		Wired Lav Mic	
	10726	Counter	Wireless Mic	Available
Sennheiser	SK-100		Reciever Pack	
	10725	Counter	Wireless Mic	Available
Sennheiser	SK-100		Transmitter Pack	
4198254825	10724	Counter	Wireless Mic	Available

XA-25 Audio Top

Canon	HDU-1		XA-25 Audio Handle	
NULL	795	Counter	XA-25 Audio Top	Available
Canon	HDU-1		XA-25 Audio Handle	
NULL	796	Counter	XA-25 Audio Top	Available

Equipment List

Status: Available, Installed

XA-25 Audio Top

Canon NULL	HDU-1 794	Counter	XA-25 Audio Handle XA-25 Audio Top	Available
Canon NULL	HDU-1 1029	Counter	XA-25 Audio Handle XA-25 Audio Top	Available
Canon NULL	HDU-1 791	Counter	XA-25 Audio Handle XA-25 Audio Top	Available
Canon NULL	HDU-1 797	Counter	XA-25 Audio Handle XA-25 Audio Top	Available
Canon NULL	HDU-1 798	Counter	XA-25 Audio Handle XA-25 Audio Top	Available
Canon NULL	HDU-1 799	Counter	XA-25 Audio Handle XA-25 Audio Top	Available
Canon NULL	HDU-1 800	Counter	XA-25 Audio Handle XA-25 Audio Top	Available
Canon NULL	HDU-1 792	Counter	XA-25 Audio Handle XA-25 Audio Top	Available

XA-25 Remote

Canon NULL	WL-D89 790	Counter	XA-25 Remote XA-25 Remote	Available
Canon NULL	WL-D89 785	Counter	XA-25 Remote XA-25 Remote	Available

Zoom Recorder

Zoom 0177311	H6 1060	Counter	Digital Audio Recorder Zoom Recorder	Available
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Zoom Remote

Bogen 008969	521-Pro 205	Counter	Zoom/Focus Remote Zoom Remote	Available
Bogen 009193	521-Pro 202	Counter	Zoom/Focus Remote Zoom Remote	Available
Bogen 004885	521-Pro 213	Counter	Zoom/Focus Remote Zoom Remote	Available
Bogen 008324	521-Pro 215	Counter	Zoom/Focus Remote Zoom Remote	Available
Bogen 008319	521-Pro 214	Counter	Zoom/Focus Remote Zoom Remote	Available
Bogen 009203	521-Pro 208	Counter	Zoom/Focus Remote Zoom Remote	Available
Bogen 034648	521i 429	Counter	Zoom/Focus Remote Zoom Remote	Available
Bogen	521 Pro 10658	Counter	Zoom/Focus Remote Zoom Remote	Available
Bogen	521 237	Counter	Zoom/Focus Remote Zoom Remote	Available

Equipment List
Status: Available, Installed

Zoom Remote

Bogen	521		Zoom/Focus Remote	
012263	439	Counter	Zoom Remote	Available

ACORD

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
9/26/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER ARTS & ENTERTAINMENT INSURANCE 259 Humphrey St. Marblehead, MA 01945	CONTACT NAME: Andrew J. McDonough, CPCU CLU PHONE: (781) 639-2723 FAX: (781) 639-2844 EMAIL: FIILINSURANCE@gmail.com														
INSURED CHESHIRE TV 60 WINTER STREET PO BOX 903 KEENE, NH 03431 603 283-6621	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: left;">INSURER(S) AFFORDING COVERAGE</th> <th style="text-align: left;">NAICS</th> </tr> <tr> <td>INSURER A: HANOVER INSURANCE GROUP</td> <td></td> </tr> <tr> <td>INSURER B: HARTFORD INSURANCE COMPANY</td> <td></td> </tr> <tr> <td>INSURER C:</td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAICS	INSURER A: HANOVER INSURANCE GROUP		INSURER B: HARTFORD INSURANCE COMPANY		INSURER C:		INSURER D:		INSURER E:		INSURER F:	
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INSURER E:															
INSURER F:															

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

TRSR LTR	TYPE OF INSURANCE	POLY RBR	TRSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> PRIMARY <input checked="" type="checkbox"/> NON-CONTRIBUTORY GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC			ZDN 9117933	05.22.18	05.22.19	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRE/AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			ZDN 9117933	05.22.18	05.22.19	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB EXCESS LIAB DEO RETENTIONS						EACH OCCURRENCE \$ AGGREGATE \$
A	WORKERS COMPENSATION AND EMPLOYERS LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes, describe under DESCRIPTION OF OPERATIONS below			08WECRH1554	06.14.18	06.14.19	<input checked="" type="checkbox"/> YES STATUS TORY LIMITS <input type="checkbox"/> OTHER EL EACH ACCIDENT \$ 100,000 EL DISEASE - EA EMPLOYEE \$ 100,000 EL DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
 Certificate Holder listed below is included as an Additional Insured on the General Liability for Claims arising out of the Negligence of the Named Insured.

CERTIFICATE HOLDER CITY OF KEENE 3 WASHINGTON STREET KEENE NH 03431	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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Annual Report
Cheshire TV
For Fiscal Year
July 1, 2019 – June 30, 2020

CHESHIRE TV
FINANCIAL STATEMENTS
JUNE 30, 2020 AND 2019
AND
INDEPENDENT AUDITOR'S REPORT

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Statements of Cash Flows	7
Notes to Financial Statements	8-12

INDEPENDENT AUDITOR'S REPORT

To the Board of Trustees of
Cheshire TV

We have audited the accompanying financial statements of **Cheshire TV** (a New Hampshire nonprofit corporation), which comprise the statements of financial position as of June 30, 2020 and 2019, and the related statements of activities, functional expenses, and cash flows for the years then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Cheshire TV as of June 30, 2020 and 2019, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Swanzey, NH
October 2, 2020

CHESHIRE TV
STATEMENTS OF FINANCIAL POSITION
JUNE 30, 2020 AND 2019

ASSETS	2020	2019
	<u> </u>	<u> </u>
CURRENT ASSETS		
Cash	\$ 204,721	\$ 190,873
Accounts receivable	37,823	52,511
Prepaid expenses	923	892
Total current assets	<u>243,467</u>	<u>244,276</u>
PROPERTY AND EQUIPMENT , net of accumulated depreciation	<u>52,344</u>	<u>19,740</u>
TOTAL ASSETS	<u><u>295,811</u></u>	<u><u>264,016</u></u>
LIABILITIES AND NET ASSETS		
CURRENT LIABILITIES		
Accounts payable	\$ 9,124	\$ 8,691
Accrued expenses	6,032	6,297
Total current liabilities	<u>15,156</u>	<u>14,988</u>
NET ASSETS		
Net assets without donor restriction	<u>280,655</u>	<u>249,028</u>
Total net assets	<u>280,655</u>	<u>249,028</u>
TOTAL LIABILITIES AND NET ASSETS	<u><u>295,811</u></u>	<u><u>264,016</u></u>

See notes to financial statements and independent auditor's report.

CHESHIRE TV
STATEMENTS OF ACTIVITIES AND CHANGES IN NET ASSETS
FOR THE YEARS ENDED JUNE 30, 2020 AND 2019

	<u>2020</u>	<u>2019</u>
NET ASSETS WITHOUT DONOR RESTRICTIONS		
Support and revenues		
Franchise fees	\$ 228,189	\$ 228,189
Production services	9,565	18,442
Fundraising	-	8,757
Interest income	167	161
Total unrestricted support	<u>237,921</u>	<u>255,549</u>
EXPENSES		
Program services	144,774	159,819
Management and general	61,270	56,295
Fundraising	250	3,198
Total expenses	<u>206,294</u>	<u>219,312</u>
INCREASE IN NET ASSETS WITHOUT DONOR RESTRICTIONS	31,627	36,237
NET ASSETS, beginning of year	<u>249,028</u>	<u>212,791</u>
NET ASSETS, end of year	<u>\$ 280,655</u>	<u>\$ 249,028</u>

See notes to financial statements and independent auditor's report.

CHESHIRE TV
STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED JUNE 30, 2020

	<u>Program Services</u>	<u>Management and General</u>	<u>Fundraising</u>	<u>Total</u>
Wages	\$ 85,172	\$ 37,930	\$ -	\$ 123,102
Payroll tax	6,719	2,902	-	9,621
Depreciation expense	11,790	-	-	11,790
Professional fees	-	13,065	-	13,065
Office expense	-	6,195	-	6,195
Computer supplies	15,751	-	-	15,751
Equipment repairs	320	-	-	320
Occupancy	17,909	1,036	-	18,945
Insurance expense	5,749	142	-	5,891
Production expense	1,305	-	-	1,305
Fundraising expense	-	-	250	250
Travel expense	59	-	-	59
	<u>\$ 144,774</u>	<u>\$ 61,700</u>	<u>\$ 250</u>	<u>\$ 206,294</u>

See notes to financial statements and independent auditor's report.

CHESHIRE TV
STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED JUNE 30, 2019

	<u>Program Services</u>	<u>Management and General</u>	<u>Fundraising</u>	<u>Total</u>
Wages	\$ 97,370	\$ 35,495	\$ -	\$ 132,865
Payroll tax	7,258	2,715	-	9,973
Depreciation expense	16,044	-	-	16,044
Professional fees	-	13,922	-	13,922
Office expense	-	3,171	-	3,171
Computer supplies	18,642	-	-	18,642
Equipment repairs	75	-	-	75
Occupancy	13,491	-	-	14,325
Insurance expense	4,895	158	-	5,053
Production expense	1,937	-	-	1,937
Fundraising expense	-	-	3,198	3,198
Travel expense	107	-	-	107
	<u>\$ 17,019</u>	<u>\$ 6,295</u>	<u>\$ 3,198</u>	<u>\$ 219,312</u>

See notes to financial statements and independent auditor's report.

CHESHIRE TV
STATEMENTS OF CASH FLOWS
FOR THE YEARS ENDED JUNE 30, 2020 AND 2019

	<u>2020</u>	<u>2019</u>
CASH FLOWS FROM OPERATING ACTIVITIES		
Changes in net assets	\$ 31,627	\$ 36,237
Adjustments to reconcile net assets to net cash provided by operating activities:		
Depreciation	11,790	16,044
Changes in operating accounts:		
Accounts receivable	14,688	(29,196)
Prepaid expenses	(31)	2,995
Accounts payable	433	7,491
Accrued expenses	(265)	3,256
	<u>58,242</u>	<u>36,827</u>
CASH FLOWS FROM INVESTING ACTIVITIES		
Capital expenditures	<u>(44,394)</u>	<u>-</u>
	<u>(44,394)</u>	<u>-</u>
NET INCREASE IN CASH	13,848	36,827
CASH, beginning of year	<u>190,873</u>	<u>154,046</u>
CASH, end of year	<u>\$ 204,721</u>	<u>\$ 190,873</u>

See notes to financial statements and independent auditor's report.

CHESHIRE TV
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2020 AND 2019

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements of Cheshire TV (the Organization) have been prepared on the accrual basis of accounting and accordingly reflect all significant receivables, payables and other liabilities. The significant accounting policies are described below to enhance the usefulness of the financial statements to the reader.

Organization and Nature of Activities

Cheshire TV is a New Hampshire not-for-profit corporation incorporated in 2005. Its purpose is to provide an opportunity for members of the Keene and Swanzey community to use cable television to communicate their views. The Organization seeks to present a broad range of programming to express a diversity of perspectives and to establish community understanding of and involvement in public access television. The main source of revenue comes from franchise fees for their services.

Basis of Accounting

The accompanying financial statements have been prepared on the accrual basis of accounting, and are prepared under the guidance of the Financial Accounting Standards Board *Accounting Standards Codification* ("*FASB ASC*").

FASB ASC 958-605 requires the Organization to distinguish between contributions that increase net assets with donor restrictions and net assets without donor restrictions. It also requires recognition of contributed services that meet certain criteria at fair values. Additionally, under the guidance of FASB ASC 958-905, unconditional promises to give that are expected to be paid in less than one year are measured at net realizable value (settlement value). Conditional promises to give, which depend on the occurrence of a specific future and uncertain event to bind the promisor, are recognized when the conditions on which they depend are substantially met.

FASB ASC 958-205 establishes standards for general purpose external financial statements of not-for-profit organizations and requires a statement of financial position, a statement of activities, and a statement of cash flows.

The two classes of net assets, based on the absence or existence of donor-imposed restrictions, are defined as follows:

Net assets without donor restrictions - not subject to donor-imposed restrictions, or the donor-imposed restrictions have expired.

Net assets with donor restrictions - subject to donor-imposed stipulations that may be fulfilled by actions of the Organization or become unrestricted by the passage of time.

See independent auditor's report.

CHESHIRE TV
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2020 AND 2019

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Cash and Cash Equivalents

For purposes of the Statements of Cash Flows, the Organization considers all petty cash and funds on deposit at various financial institutions to be cash and cash equivalents. The Organization's cash and cash equivalents were \$204,721 and \$190,873 at June 30, 2020 and 2019, respectively.

Functional Allocation of Expenses

Expenses consist of costs related to program services, management and general, and fundraising functions. These costs have been summarized on a functional basis in the Statement of Functional Expenses without donor restrictions. Costs are directly charged to the functions they benefit. Facility related expenses are allocated to each function based on the square footage of area used. Salaries and wages are allocated to each function based on the department they work in.

Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

Accounts Receivable

Accounts receivable are stated at the amount management expects to collect from outstanding balances. Balances that are still outstanding after management has used reasonable collection efforts are written off through a charge to bad debts and credit to account receivable. At June 30, 2020 and 2019 no allowance for doubtful accounts was considered necessary.

Property and equipment

Property and equipment purchased with a cost in excess of \$1,000 are capitalized and carried at cost or, if donated, at the approximate fair value at the date of donation. Depreciation is computed using the straight-line method, which allocates costs over the following estimated useful lives:

	<u>Years</u>
Land improvements	15
Equipment and vehicles	5

Revenues and Revenue Recognition

Revenue is recognized when earned. Program service fees and payments under cost-reimbursable contracts received in advance are deferred to the applicable period in which the related services are performed, or expenditures are incurred, respectively. Contributions are recognized when cash, or other assets, an unconditional promise to give, or notification of a beneficial interest is received. Conditional promises to give are not recognized until the conditions on which they depend have been substantially met or the donor has explicitly released the restriction.

See independent auditor's report.

CHESHIRE TV
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2020 AND 2019

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Revenue with and without Donor Restrictions

Contributions received are recorded as increases in net assets without donor restrictions and net assets with donor restrictions, depending on the existence and/or nature of any donor restrictions.

Income taxes

The Organization is exempt from Federal and State income taxes under Section 501(c)(3) of the Internal Revenue Code. In addition, the Organization qualifies for the charitable contribution deduction under Section 170(b)(1)(A) and has been classified as an organization that is not a private foundation under Section 509(a)(2). Accordingly, no income tax liability has been recorded in the financial statements. All information returns of the Organization are open to examination by taxing authority, subject to the statute of limitations rules. Management does not believe the results of examinations, if any, will significantly affect the amounts previously reported.

Donated Services

No amounts have been reflected in the financial statements for donated services. The Organization pays for most services requiring specific expertise. However, many individuals volunteer their time and perform a variety of tasks that assist the Organization to fulfill its charitable mission.

Reclassifications

Certain amounts in the prior-year financial statements have been reclassified for comparative purposes to conform to the presentation in the current year financial statements.

New Accounting Pronouncement

Effective July 1, 2019, the Organization adopted the Accounting Standards Update No. 2018-08 *Not-for-Profit Entities (Topic 970): Clarifying the Scope and Accounting Guidance for Contributions Received and Contributions Made*, which establishes standards for characterizing grants and similar contracts with resource providers as either exchange transactions or conditional contributions. The standard requires an entity determine whether or not a contribution is conditional on the basis of whether or not the underlying agreement includes (1) a "barrier" that must be overcome, and (2) either a right of return of the assets transferred or a right of release of the donor's obligation to transfer the asset. The presence of both of these elements would represent a condition for the contribution. There are no significant changes to the financial statements as a result of the adoption.

See independent auditor's report.

CHESHIRE TV
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2020 AND 2019

2. PROPERTY AND EQUIPMENT

Property and equipment consisted of the following at June 30:

	2020	2019
Leasehold improvements	\$ 30,063	\$ 22,388
Equipment	270,890	234,171
	300,953	256,559
Less: accumulated depreciation	248,609	236,819
	\$ 52,344	\$ 19,740

Depreciation expense was \$11,790 and \$16,044 for the years ended June 30, 2020 and 2019, respectively.

3. LINE OF CREDIT

The Organization has a \$7,500 line of credit with Savings Bank of Walpole which had an available balance of \$7,500 and \$5,000 at June 30, 2020 and 2019, respectively. The line of credit is set up as a demand note secured by all assets of the Organization, with interest payable monthly, at the bank's base rate, 5.25% at June 30, 2020.

4. FINANCIAL DEPENDENCY

The Organization's existence is dependent upon a continued relationship with the City of Keene. Funding from the City of Keene totaled 70% and 72% of total revenue for the years ended June 30, 2020 and 2019, respectively.

The Organization had accounts receivable from the City of Keene which represented approximately 80% and 86% of accounts receivable as of June 30, 2020 and 2019, respectively.

5. COMMITMENTS

The Organization rents space from the City of Keene. The lease is an annual lease that runs through November 30, 2020. Lease expense was \$12,000 and \$10,500 for the years ended June 30, 2020 and 2019, respectively. Future minimum lease payments are \$4,000 for the remainder of the lease.

See independent auditor's report.

CHESHIRE TV
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2020 AND 2019

6. LIQUIDITY AND AVAILABILITY OF FINANCIAL ASSETS

The following reflects the Organization's financial assets as of the Statement of Financial Position date, reduced by amounts not available for general use within one year of the Statement of Financial Position date because of contractual or donor-imposed restrictions or internal designations. Amounts available include donor-restricted amounts that are available for expenditure in the following year. Amounts not available include amounts set aside for operating and other reserves that could be drawn upon if the Organization or Board approves that action. To manage liquidity, the Organization maintains a line-of-credit of \$7,500 with a bank that is drawn upon as needed during the year to manage cash flow. See Note 3 for further description of this line.

	2020	2019
Cash and cash equivalents and restricted cash	\$ 204,721	190,873
Accounts receivable, net collected in less than one year	37,823	52,511
Total financial assets, excluding noncurrent receivables	242,544	243,384
Financial Assets Available to Meet Cash Needs for Expenditures Within One Year	\$ 242,544	\$ 243,384

7. SUBSEQUENT EVENTS

Subsequent events were evaluated through October 2, 2020, which is the date the financial statements were available to be issued. As of October 2, 2020, no subsequent events have occurred since June 30, 2020. As a result of the spread of COVID-19 coronavirus, economic uncertainties have arisen which are likely to have a negative impact on results of the operation. The potential impact is unknown at this time.

See independent auditor's report.



City of Keene
Transmittal Form

October 13, 2020

TO: Finance, Organization and Personnel Committee

FROM: David Hickling, Airport Director

THROUGH: Elizabeth A Dragon, City Manager

ITEM: 3.

SUBJECT: FAA Reimbursable Agreement - Airport Director

RECOMMENDATION:

Move that the Finance, Organization and Personnel Committee recommend that City Manager be authorized to do all things necessary to negotiate and execute an agreement with the FAA to perform services required for the completion of the airport taxiway extension project.

BACKGROUND:

As part of the airport taxiway extension project it will be necessary to secure the services of the FAA to provide construction oversight and support for re-cabling power to the Glide Slope and Automated Weather Observing System as well as a flight check of the Glide Slope. This agreement will provide for those services. 90% of this contract will be funded through an FAA grant with the remaining 10% being split between State funding and airport generated revenue.