

**Acton Community Access Television, Inc.**

c/o John R. Covert  
2 Flagg Road  
Acton, Massachusetts 01720

**EIN: 27-0287252**

Form 1023

Response to IRS Request for Additional Information

22 January 2010

Marc Kennedy – 7880  
Internal Revenue Service  
P.O. Box 13163 – Room 1400  
Baltimore, Maryland 21203

Dear Mr. Kennedy:

In response to your request dated 12 January 2010, Acton Community Television, Inc., is providing the following additional information, as requested.

- 1) On 20 January 2010, all five members of our Board of Directors, being all of the voting members of the Corporation on that date, met and voted to amend our Articles of Incorporation using exactly the text provided by the IRS. Article IV, Paragraph (2), was replaced in its entirety with:

"No part of the net earnings of the corporation shall inure to the benefit of, or be distributable to its members, trustees, officers or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of section 501(c)(3) purposes. No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office."

A copy of the accepted filing has been attached to this response. The Articles of Amendment may also be displayed at the web site of the Secretary of the Commonwealth, at the URL <http://corp.sec.state.ma.us/corp/corptest/CorpSearchSummary.asp?FEIN=270287252>

- 2) Form 1023 Part IV: A detailed description of our past, present, and planned activities follows:

Acton Community Access Television will be responsible for a wide range of activities necessary to ensure that community television is well-managed and will provide Acton residents, schools, town government and local organizations with the resources and services needed to create community television. These activities include:

- a) Managing the operations of the public access channel with the primary purpose being to administer, coordinate, train and assist the community in the creation of programming that serves the community needs and interests. ACAT will ensure that the public access equipment, facilities, channel time, and services are provided to all members of the community for non-commercial programming purposes, whether individuals, groups or organizations, on a first-come, first-served and non-discriminatory basis. ACAT will also provide operational support for the educational and government access channels. These

responsibilities include developing policies and procedures for use of the public access equipment, facilities, and channels and advising the town government and school system on policies and procedures for their channels. ACAT will also hire a staff to provide professional management of these operations.

- b) Supervising and maintaining a video production facility and other equipment that will be made available for use at hours that will reasonably serve diverse members of the Acton community. ACAT will facilitate use of the facilities and equipment by providing training in the techniques of video production, technical advice about program creation and information about other resources available for creating community access channel programs. This will be enhanced by creating a pool of trained volunteers who not only produce their own community-based programs, but who also assist others wishing assistance.
- c) Actively promoting the use and benefits of the community access channels in order to encourage community residents and organizations to take advantage of the opportunity to create or request programs that will enrich Acton and that will foster as wide a viewership as possible on all of the access channels. This outreach will be aimed at educating the entire Acton community about the value of this means of communication, including: exposure to a diversity of viewpoints, promoting dialogue and discussion, encouraging civic engagement, extending educational opportunities throughout Acton and supporting public safety and emergency services.
- d) Applying for and receiving contributions, grants, donations, and loans of all types from individuals, organizations, profit and nonprofit, public and private corporations, government agencies and others to support these purposes. In all of these efforts, ACAT will strive to provide the highest level of service to the community, while maintaining low or no cost opportunities to the residents and organizations of Acton.

#### Past and Present Activities:

On June 22, 2009, the Town of Acton Board of Selectmen authorized the formation a non-profit corporation to be named Acton Community Access Television (ACAT) to manage community access television in the Town. At that point, the incorporators and initial Directors of ACAT initiated several planning steps, including: properly filing as a corporation with the State of Massachusetts, applying for 501(c)(3) status with the IRS, verifying a complete inventory of video production equipment and facilities, recruiting additional members of the Board of Directors capable of establishing the groundwork for high quality community access operations, researching the policies and procedures used by similar community access corporations and adopting our own, hiring the initial studio staff and publicizing the transition to a non-profit community access corporation based in Acton. On December 21, 2009, in conjunction with the grant of a renewal license to Comcast, the Board of Selectmen authorized ACAT to open to the public on January 1, 2010.

At present, ACAT has developed policies and procedures for facility and channel use, created a web site with program schedules and links to member information areas ([www.actontv.org](http://www.actontv.org)), and has worked with the High School to develop policies for access to the ACAT facilities currently located at the High School. ACAT has also met with the administration of the high school to discuss how ACAT will assist the schools with further development and improvement of the

programming shown on the educational access channel. The corporation is in the process of finalizing its Memorandum of Understanding with the Town of Acton. ACAT is working on the job description for an Executive Director to manage the existing staff and hire additional employees. ACAT anticipates that the hiring process will begin in March 2010. We are also reviewing plans for renovating the present studio facilities at the Acton-Boxborough Regional High School and/or considering alternative sites.

Looking to the future:

As we move forward, Acton Community Access Television will work actively to carry out all activities detailed at the beginning of this narrative.

- 3) ACAT is beginning its operations without any cost for membership in the organization. We considered, and may in the future adopt a membership pricing structure similar to many non-profit community access centers throughout the United States. One nearby access center, CCTV serving Concord and Carlisle, Massachusetts, requires members to pay \$15 each year, with a \$5 membership available to senior citizens and students, and a \$40 family membership. If membership fees are established in the future, ACAT will develop fair procedures to ensure affordability for all members.
- 4) Regarding ACAT's operation of the Community Access Television activities,
  - a) The primary outlet for our programming will be our community's cable access channels. We will share programming with other community access facilities, and we may make our programming available at no charge on the internet. As we answered in our response to Part VIII, Question 10, it is the Corporation's understanding that volunteer producers may retain ownership and/or copyright in the non-commercial programs which they produce with our help. They may distribute their programs elsewhere without notifying us, but are prohibited from receiving remuneration per our Policies and Procedures, which we have attached.
  - b) We will not accept any commercial advertising at all. Similar to the policy for large public television broadcasting corporations, we will allow brief mention of sponsorships.
  - c) We will not sell studio or channel time for any purpose nor permit any commercial use.
  - d) On our public access channel, as required by law, we will air any type of non-commercial programming requested or produced by our members. On our educational channel, we will air programming furthering the mission of the local schools. On our governmental channel we will air programming requested by the municipal government.
- 5) Currently ACAT operates out of the following facilities:
  - a) Facility I is located in the Public Hearing room of the Acton Town Hall. The facility is operated by staff of ACAT for the purposes of cablecasting public meetings conducted by the Town of Acton.
  - b) Facility II: Our operations office and production facility is housed at the Acton Boxborough Regional High School. This space as currently configured is not adequate for us to provide the level of service required by contractual agreements being negotiated with the Town. The existing facility will require a construction build out in order to allow us to expand our operations. As part of the build out and construction it is the intent that ACAT, Inc., will enter into a landlord/tenant relationship with the Acton Boxborough Regional School District. ACAT hopes to enter into a long term lease for a nominal fee of \$1 per year for the utilization of the space. The terms of such an arrangement are currently under negotiation.
  - c) Should ACAT decide that such a project is not feasible, we expect to move to another

location. We expect to be in a landlord/tenant relationship requiring us to pay the commercial rate reasonable and customary in our region.

- 6) Our Bylaws and our conflict of interest policy provide procedures which prohibit any direct or indirect payment or any excess benefit transaction that may occur as a result of a relationship with any vendor. While we may from time to time have an employee of the Town Government or the Acton Boxborough Regional Schools serving as a member of our governing body, our conflict of interest policy forbids such a member from participating in our deliberations concerning or our negotiations with their employer, and any financial arrangement (such as payment to the Town or School for use of facilities) must be prohibited by both organizations from influencing or flowing directly or indirectly to such member's compensation except insofar as being part of the multi-million dollar budget of the Town or School.
- 7) Please find attached the following:
  - a) A copy of our Articles of Amendment certified by the Secretary of the Commonwealth.
  - b) An article dated 24 June 2009 about our plans to incorporate.
  - c) An article dated 24 August 2009 after our incorporation.
  - d) A copy of the same article indicating national coverage by the Alliance for Public Media.
  - e) A copy of our main web page at [www.actontv.org](http://www.actontv.org) showing what's on currently.
  - f) A copy of the Community Bulletin Board Submission form on our web site.
  - g) A copy of our Policies and Procedures.
  - h) A listing of all programming on our Public and Educational Channels since our first day of public operation on 1 January 2010.
  - i) A copy of the IRS letter dated 12 January 2010 requesting this additional information.

*Under penalties of perjury, I declare that I have examined this information, including accompanying documents, and, to the best of my knowledge and belief, the information contains all the relevant facts relating to the request for information, and such facts are true, correct, and complete.*

Sincerely,

John R. Covert  
Clerk of Corporation

MA SOC Filing Number: 201085764850 Date: 01/20/2010 1:56 PM



**The Commonwealth of Massachusetts**  
**William Francis Galvin**

Minimum Fee: \$15.00

Secretary of the Commonwealth, Corporations Division  
 One Ashburton Place, 17th floor  
 Boston, MA 02108-1512  
 Telephone: (617) 727-9640

**Articles of Amendment**

(General Laws, Chapter 180, Section 7)

**Federal Employer Identification Number:** 270287252 (must be 9 digits)

**We, BRENDAN HEARN** ☒ **President** ☐ **Vice President,**

**and JOHN R. COVERT** ☒ **Clerk** ☐ **Assistant Clerk ,**

**of ACTON COMMUNITY ACCESS TELEVISION, INC.**

**located at: 2 FLAGG RD. ACTON , MA 01720 USA**

**do hereby certify that these Articles of Amendment affecting articles numbered:**

☐ Article 1 ☐ Article 2 ☐ Article 3 ☒ Article 4

(Select those articles 1, 2, 3, and/or 4 that are being amended)

of the Articles of Organization were duly adopted at a meeting held on 1/20/2010 , by vote of: 0 members, 5 directors, or 0 shareholders,

being at least two-thirds of its members/directors legally qualified to vote in meetings of the corporation (or, in the case of a corporation having capital stock, by the holders of at least two thirds of the capital stock having the right to vote therein):

**ARTICLE I**

The exact name of the corporation, **as amended**, is:  
 (Do not state Article I if it has not been amended.)

**ARTICLE II**

The purpose of the corporation, **as amended**, is to engage in the following business activities:  
 (Do not state Article II if it has not been amended.)

**ARTICLE III**

A corporation may have one or more classes of members. **As amended**, the designation of such classes, the manner of election or appointments, the duration of membership and the qualifications and rights, including voting rights, of the members of each class, may be set forth in the by-laws of the corporation or may be set forth below:

**ARTICLE IV**

**As amended**, other lawful provisions, if any, for the conduct and regulation of the business and affairs of the corporation, for its voluntary dissolution, or for limiting, defining, or regulating the powers of the business entity, or of its directors or members, or of any class of members, are as follows:

(If there are no provisions state "NONE")

PARAGRAPH 2 OF ARTICLE IV IS REPLACED IN ITS ENTIRETY WITH: NO PART OF THE NET EARNINGS OF THE CORPORATION SHALL INURE TO THE BENEFIT OF, OR BE DISTRIBUTABLE TO ITS MEMBERS, TRUSTEES, OFFICERS OR OTHER PRIVATE PERSONS, EXCEPT THAT THE CORPORATION SHALL BE AUTHORIZED AND EMPOWERED TO PAY REASONABLE COMPENSATION FOR SERVICES RENDERED AND TO MAKE PAYMENTS AND DISTRIBUTIONS IN FURTHERANCE OF SECTION 501(C)(3) PURPOSES. NO SUBSTANTIAL PART OF THE ACTIVITIES OF THE CORPORATION SHALL BE THE CARRYING ON OF PROPAGANDA, OR OTHERWISE ATTEMPTING TO INFLUENCE LEGISLATION, AND THE CORPORATION SHALL NOT PARTICIPATE IN, OR INTERVENE IN (INCLUDING THE PUBLISHING OR DISTRIBUTION OF STATEMENTS) ANY POLITICAL CAMPAIGN ON BEHALF OF OR IN OPPOSITION TO ANY CANDIDATE FOR PUBLIC OFFICE.

The foregoing amendment(s) will become effective when these Articles of Amendment are filed in accordance with General Laws, Chapter 180, Section 7 unless these articles specify, in accordance with the vote adopting the amendment, a *later* effective date not more than *thirty days* after such filing, in which event the amendment will become effective on such later date.

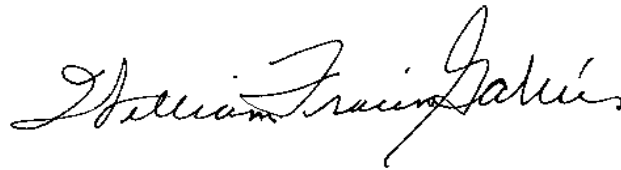
**Later Effective Date:**

**Signed under the penalties of perjury, this 20 Day of January, 2010, BRENDAN HEARN, its ,  
President / Vice President,  
JOHN R. COVERT, Clerk / Assistant Clerk.**

THE COMMONWEALTH OF MASSACHUSETTS


I hereby certify that, upon examination of this document, duly submitted to me, it appears that the provisions of the General Laws relative to corporations have been complied with, and I hereby approve said articles; and the filing fee having been paid, said articles are

deemed to have been filed with me on:  
January 20, 2010 1:56 PM

A handwritten signature in black ink, reading "William Francis Galvin". The signature is written in a cursive style with a large, stylized "G" at the end.

WILLIAM FRANCIS GALVIN

*Secretary of the Commonwealth*




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**Government**

**Acton plans for TV change**

By Christian Schiavone/Staff Writer  
Wed Jun 24, 2009, 03:53 PM EDT

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ACTON, MASS. -

Town officials took a significant step forward in the process that will shift responsibility for operating Acton's community access television studio from Comcast to a nonprofit organization.

When the town's 10-year license with Comcast ends in June 2010, the cable company will no longer run the studio, which has become a major part of the high school's audio/visual program. The Board of Selectmen voted unanimously during its June 22 meeting to create a [nonprofit community access corporation to take over](#) that responsibility.

Plans for creating such a corporation have been in the works for years, but the tight timeline for reaching a new agreement with Comcast for the studio forced the town to move forward.

"It's something we've been talking about for two years now. It's been churning for a while and now it's in motion," said Selectmen Chairwoman Paulina Knibbe. "It's exciting."

The studio operation will continue to be funded by Comcast as well as Verizon as part of their license agreements with the town, according to Knibbe and members of the town's Cable Advisory Committee.

The access corporation will have five to seven members and will be responsible for overseeing the studio's continued operation and programming on Comcast channels 8, 9 and 10, and Verizon channels 40, 41 and 45.

Current programming on the stations includes broadcasts of town board and committee meetings, which the studio broadcasts, records and catalogues. The access corporation will have limited discretion over programming because it will have to allow basically any content that is not obscene and offer equal time to both sides of political issues, according to advisory committee members.

Committee members also said having local control of the studio will create an opportunity to add more programming, possibly including things like football games or even programming from other access corporations.

"We want to be doing two or three or four times as much as we have been and we'll have to keep it running," said John Covert, chairman of the advisory committee who will also serve as clerk on the access corporations board of directors.

Covert said the studio could also someday post programming online so people could watch from outside of town and see particular recordings on demand.

Where to put it

But expanding programming also requires expanding the size of the studio.

The studio is currently housed in the high school in a space that advocates of the plan say is too small to handle the expected increase in programming.

"The 900 square feet at the high school is not nearly sufficient to run an operation of this scale," said Brendan Hearn, director of the school's audio/visual program during a June 18 School Committee meeting.

One option would be to move the studio to another town-owned building. But Hearn, who will also serve on the access corporation's board of directors, said moving the studio would take make it harder for the approximately 100 students who participate in the program each semester to access the studio.

Instead, the advisory committee is looking into expanding the studio under an existing overhanging roof to create additional space. The expanded space could also create an almost separate studio to address concerns about members of the public being at the studio during school hours, Hearn said.

The cost of the expansion would likely also be covered by the cable companies, Hearn said.

*Christian Schiavone can be reached at 978-371-5743 or at [cschiavo@cnc.com](mailto:cschiavo@cnc.com).*

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### News

#### Cable group forms to offer public access

By Stephen Vittorioso/Staff writer

Mon Aug 24, 2009, 03:53 PM EDT

Tools: [Print](#) [Comments](#) [ShareThis](#)

ACTON, MASS. - Acton Cable Access Television (ACAT) will soon broadcast to town.

Selectman Mike Gowing said the independent and nonprofit ACAT has been recently incorporated to run public access TV after the town's current 10-year contract with Comcast expires June 2010.

Gowing, who serves as liaison to the Cable Advisory Committee, said ACAT's overall goal to provide more community use.

"I hope to increase local programming and make it more Acton driven," Gowing said. "Public programming does not have much in way of local programming."

Also part of its goal, ACAT hopes to increase public participation by allowing budding TV producers to create original content and continue to strengthen education and government programming, Gowing said. To help improve local coverage, Gowing said, ACAT hopes to establish multiple camera feeds, simultaneous programming and expand community outreach.

Gowing also said ACAT is seeking to enlarge its current studio at Acton-Boxborough Regional High School to allow more space, equipment and participation.

"We're just gaining speed," Gowing said. "We're making good steps. It's going to be a lot of work to get done before June."

Town and Comcast officials have been working on the initiative for the past four years as Acton's decade-long contract with the largest cable operator in the United States expires next year.

Comcast spokesman Marc Goodman said the company is looking forward to a mutually beneficial agreement for itself, its customers and the town of Acton.

Stephen Vittorioso can be reached at 978-371-5743 or at [svittori@cnc.com](mailto:svittori@cnc.com).

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## 08/24 Acton MA: Cable group forms to offer public access

Submitted by Rob McCausland on Wed, 08/26/2009 - 21:33

### [Cable group forms to offer public access](#)


by Stephen Vittorioso, The Beacon; August 24, 2009

Acton Cable Access Television (ACAT) will soon broadcast to town. Selectman Mike Gowing said the independent and nonprofit ACAT has been recently incorporated to run public access TV after the town's current 10-year contract with Comcast expires June 2010.

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# The Beacon

Serving Acton and Boxborough

Thursday, January 21, 2010

wickedlocalacton.com ■ wickedlocalboxborough.com

Vol. 59, No. 50 \$1

ACTON

## Life on the small screen

Becki Harrington-Davis  
Bdavis@cnc.com

When board members of Acton Community Access Television are asked what programming is allowed on the town's public access stations, they suggest thinking of that most absurd example possible. As long as it meets federal regulations, it's fair game. Moreover, it's encouraged.

"The possibilities are only

limited to your imagination," board member T.J. Dyer said.

The nonprofit organization took over control of the TV studio and its three cable channels this month after Comcast opted not to renew its studio management contract.

While the education and government channels are dedicated to programming with those themes, the public access station is open to

### More online

See the photo gallery of more pictures from the studio at [wickedlocalacton.com](http://wickedlocalacton.com)

programming by anyone who lives, works, studies or is affiliated with an organization in Acton. Interested people can apply for a free membership to the organization, allowing them

CABLE, PAGE 18



Shane Hurley edits film at Acton Community Access Television at ABRHS. STAFF PHOTO BY MATTHEW MODOONO

## CABLE

From Page 1

access to the studio, equipment and all necessary training.

"When Comcast was running it, it was theoretically running the same way, but because they didn't want to put money into it there wasn't a lot of public outreach," said board clerk John Covert, who recently retired from the Cable Committee after 28 years.

Although the studio is located inside Acton-Boxborough Regional High School, board members stressed that it is not only for school use. Most people in the community don't even know it exists, Dyer said.

President of the board Brendan Hearn described tentative plans to expand the studio, potentially doubling its size and creating a private entrance so users could bypass registering as a visitor at the high school office. Currently the studio is open from 8 a.m. to 4 p.m. staffed by one full-time and one part-time employee in addition to volunteers, but Hearn hopes to expand those hours.

The organization is also seeking a paid executive director, Hearn said.

The board plans to offer formal training courses and workshops in using the studio equipment, which include various professional cameras, a chroma key wall or "blue screen," a teleprompter and software to edit video and add text and formatting. The equipment is high quality, Hearn said.

"There's no reason we couldn't make a hockey game look like it's on NESN," he said.

Hearn said the stations, which are broadcast on Verizon channels 45, 40 and 41 and Comcast channels 8, 9 and 10, often show local sports games but could televise many more with volunteers to shoot them. Hearn said between one and 15 volunteers could offer to shoot community sports such as Pop Warner games and Little League teams.

Other programming ideas include talk shows, cooking shows, home improvement tips and reality dramas, the board members said.

"If I was a better comedian I'd love to have a stand-up comedy show," Covert said.

Comcast funds the studio through its agreement with the town, effectively outsourcing the management of the studio to the organization. Comcast provides the studio

### Want a public access show? Follow these steps...

- 1 Come up with an idea
- 2 Become an ACAT member at [actontv.org](http://actontv.org)
- 3 Fill out a cablecast request form to submit your show
- 4 Attend a training session
- 5 Shoot your show in the studio or borrow equipment
- 6 Become famous (at least locally)

with operating funds, as well as a budget to purchase new equipment. The organization also accepts tax-deductible donations and plans to apply for grants.

The organization is working on community outreach with an e-mail distribution list, Web site and Facebook page. The Web site, [actontv.org](http://actontv.org) lists the programming schedule.

Above all, Hearn said, the group's mission is to allow people to express themselves via television.

"There's no kid, there's not a senior citizen who doesn't get excited about being on TV," he said.



Andrew Sloan films students in the Acton Cable Access Television studio at Acton-Boxborough Regional High School. STAFF PHOTO BY MATTHEW MODOONO



# Acton Community Access Television, Inc.

Channels	Comcast	Verizon
Public	8	45
Educational	9	40
Government	10	41

On January 1st, 2010, we became the Town's designated operator of the access studio and channels. We look forward to serving the Town and its Citizens.

Acton Community Access Television is a membership organization. [Are you interested in being a part of ACAT?](#)  
[Click here to learn more or to join.](#)

Community Bulletin Board announcements [may be submitted by clicking here.](#)

Members [use this form](#) to submit their programs for cablecast.

[Public document index.](#)

#### Access Coordinator:

Richard Degen  
Rick may be reached at 978 263-6033.

#### Board:

President: Brendan Hearn  
Treasurer: Peter Shaffery  
Clerk: John Covert  
Director: Sharon B. Ingraham  
Director: Thomas J. Dyer

The Board may be reached at  
[acatboard@actontv.org](mailto:acatboard@actontv.org).



View of our control room.

You may browse our [publicly accessible collection of documents.](#)

The [Articles of Organization](#) have been filed with the Secretary of the Commonwealth. Our filing may be [viewed online at the Commonwealth Corporations Division.](#)

The Board of Directors has adopted the [By-Laws.](#)

## Channel 8 - Public Access

### Friday, January 22, 2010

Start	Title
6:30:00 AM	Wake Up With Wendy
7:00:00 AM	Stay Connected
7:30:00 AM	Physician Focus
8:00:00 AM	Kindergarten Night
9:00:00 AM	Perils for Pedestrians
9:30:00 AM	NASA 360
10:00:00 AM	Green By Design
10:30:00 AM	SEA Inside
11:00:00 AM	The Jazz Room
11:30:00 AM	Local Music Rocks
12:00:00 PM	Stay Connected
12:30:00 PM	Wood Whisperer
1:00:00 PM	Hot & Cold
1:30:00 PM	No Excuses Outdoors
2:00:00 PM	Health Living
2:30:00 PM	Poland 2009
3:00:00 PM	Gardening Rhythms: Composting
3:30:00 PM	Down in Front
5:00:00 PM	Kindergarten Night
6:00:00 PM	Stay Connected
6:30:00 PM	Overview of Economics
7:00:00 PM	Girls B Ball
8:00:00 PM	Boys B Ball Vs. NS
9:00:00 PM	Boys Ice Hockey Vs. Andover
10:30:00 PM	Boys Ice Hockey Vs. Westford

### Saturday, January 23, 2010

Start	Title
12:00:00 AM	30 Odd
12:30:00 AM	Last Man on Earth
2:30:00 AM	30 odd
3:00:00 AM	Down in Front
3:30:00 AM	Cinemaniacs
4:30:00 AM	Wood Whisperer
5:00:00 AM	Hot & Cold
5:30:00 AM	Wake Up With Wendy
6:00:00 AM	Boys Ice Hockey Vs. Andover
7:30:00 AM	Boys B Ball Vs. NS
8:30:00 AM	Boys Ice Hockey Vs. Westford
10:00:00 AM	Girls B Ball
11:00:00 AM	Boys B Ball VS Wayland
12:00:00 PM	Boys B Ball @ L.S.
1:30:00 PM	Stay Connected
2:00:00 PM	Wood Whisperer
2:30:00 PM	Hot & Cold
3:00:00 PM	Kindergarten Night
4:00:00 PM	NASA 360
4:30:00 PM	Green By Design
5:00:00 PM	Gardening Rhythms: Composting
5:30:00 PM	The Jazz Room
6:00:00 PM	LocalMusicRocksSept09
6:30:00 PM	Down in Front
7:00:00 PM	Cinemaniacs
8:00:00 PM	30 Odd

## Channel 9 - Educational Access

### Friday, January 22, 2010

Start	Title
10:00:00 AM	Colonial Classic-C.M. 1996
12:00:00 PM	MLK Community Service Night
3:00:00 PM	Boys B Ball @ Londonderry
4:00:00 PM	MLK Community Service Night
6:00:00 PM	Boys B Ball vs Wayland
7:30:00 PM	MLK Community Service Night
9:00:00 PM	Colonial Classic-A-B vs L-S '95
11:00:00 PM	Boys B Ball vs Wayland

### Saturday, January 23, 2010

Start	Title
12:00:00 AM	Boys B Ball @ Arlington
1:24:18 AM	Boys B Ball Vs. Boston Lat.
2:23:17 AM	Boys B Ball Vs Waltham
3:18:57 AM	Boys B Ball @ Londonderry
4:10:47 AM	Boys B Ball vs Westford
5:02:43 AM	Girls B Ball @ Westford
5:59:13 AM	Boys B Ball vs Wayland
6:51:54 AM	Boys B Ball @ L.S.
7:54:09 AM	Boys B Ball Vs. NS
8:51:09 AM	Boys B Ball @ Arlington
10:15:27 AM	Boys B Ball Vs. Boston Lat.
11:14:26 AM	Boys B Ball Vs Waltham
12:10:06 PM	Boys B Ball @ Londonderry
1:01:56 PM	Boys B Ball vs Westford
1:53:52 PM	Girls B Ball @ Westford
2:50:22 PM	Boys B Ball vs Wayland
3:43:03 PM	Boys B Ball @ L.S.
4:45:18 PM	Boys B Ball Vs. NS
5:42:18 PM	Boys B Ball vs Wayland
6:34:59 PM	Boys B Ball @ Londonderry
7:30:00 PM	MLK Community Service Night
9:00:00 PM	Colonial Classic-Turkey Day '92

# Acton Community Access Television, Inc.

## Community Bulletin Board Request

Anyone who resides, works, or studies in Acton may submit NON-COMMERCIAL announcements to be placed on the ACAT bulletin board. The event being announced must take place in Acton or be sponsored by a non-commercial organization in Acton.

All bulletin board requests must be accompanied by the following form. The procedure for filling out the form is as follows:

- Read the agreement on the form below. The full [Policies and Procedures](#) are available as a PDF document.
- Read these guidelines:

A good slide should include....

The name of the organization.

The name and a brief description of the event. Unless it is self-explanatory.

The date and times of the event.

The location of the event.

Contact information for people with additional questions.

- Consider the following example:

The Acton Lions Club's 3rd annual meat ball raffle.

This years raffle will feature live music by the Joe Smith band.

Food and drinks will be available for a small donation.

March 13th 2010 from 8PM-10PM

At Acton Lions Club House

19 Lions Dr. Acton Ma.

For more information please contact:

Joe Bloe at: 978 263 5555

- Click in each field and fill it out.
- Announcement text: this is what you want to say. ACAT reserves the right to change the text to fit the slide or to make the announcement more clear.
- Additional Information: this is information you don't want in the announcement, but which might help us create your slide. You could include your website address (although that is usually a good thing for the slide itself), or links to images such as your logo which we might want to use to develop the announcement.
- Dates: enter a first and last show date for time sensitive material, otherwise leave blank. If there is an event date, we will assume that this is the end date.
- Click in the box labelled "Click to sign" and type your name. A legal electronic signature will be generated for you, or you may draw your signature with your mouse, track ball, trackpad, or other input device.
- Click "Apply"
- Enter **your own email address**.
- Click on the "Click to eSign" button.
- A confirmation link will automatically be sent to **your own email address**.
- When you receive the confirmation email, you must click on the link to send the form to the studio.



# Acton Community Access Television, Inc.

## Policies & Procedures

### I. Introduction

Welcome to Acton Community Access Television, Inc.

ACAT, Inc., is a membership organization, devoted to public access television and the citizens who make it possible. Acton Community Access Television, Inc. operates under agreements with the Town of Acton, and relies on financial support derived from the town's license agreements with the cable service providers as well as tax-deductible contributions from donors. ACAT, Inc., administers 3 channels for the community, a public access channel (8), an educational access channel (9), and a government access channel (10). Channels 8/9/10 appear on Verizon FiOS TV on channels 45/40/41.

These Policies & Procedures are designed to make it possible for ACAT members to use the resources of community access television efficiently and contribute in meaningful ways to the community and the organization. They are subject to change as ACAT develops. We will post the most current version at our website, [www.actontv.org](http://www.actontv.org).

### II. Mission Statement

ACAT is dedicated to communication, collaboration and community in Acton, Mass. We are a public television forum for all residents, businesses and organizations. Paving the way for public-educational-governmental access, ACAT provides tools, training and experience for all citizens and institutions to create and broadcast a diverse range of television programs.

### III. Non-Discrimination Policy Statement

No individual will be denied ACAT membership or access to any ACAT equipment, facilities, or channel time on the basis of race, sex, sexual orientation, age, physical disability, religious or political belief, ability to pay, or due to the nature of the programming interest.

### IV. Membership Requirements

Membership is available to any individual who lives, works, studies, or is affiliated with an organization based in Acton, Mass. Your member status gives you the opportunity to enroll in all training courses and submit your programs for local cablecast.

To become a member of ACAT, an individual, family, or organization / business must:

1. Provide proof of residency or affiliation with a school, organization or business based within Acton.
2. Sign a contract that you will follow the ACAT Policies & Procedures contained herein. If under 18 years of age, a parent or legal guardian must also sign the contract.

There are currently no fees or dues required for membership in ACAT, Inc. Members are asked to consider making a voluntary tax-deductible donation in order to help ACAT to succeed. Board members and employees are encouraged to raise and make tax-deductible donations to the 501(c)(3) corporation.

#### Relationship Between ACAT and Members:

ACAT is a private non-profit corporation. Members and producers are not agents or employees of ACAT. They are considered to be independent producers and create

programming for themselves or the organization they represent. At no time may any individual or organization identify themselves as an employee or agent of ACAT or any of the funding jurisdictions unless hired by ACAT or the jurisdictions to perform a service.

ACAT exercises no control, beyond these policies, over production activities by members except when trained members have been recruited by ACAT to crew productions that are specifically coordinated by ACAT. Members must not identify their production efforts as being "for ACAT". Rather, members should indicate that their programs "will be seen on ACAT".

#### Privileges:

ACAT members have the following privileges:

1. Submit non-commercial programming for cablecast (see Section VI, Programming).
2. Become certified to operate various equipment and facilities at ACAT (see Section V, Requirements).
3. Once certified, members may check out production equipment, reserve studio time and book time on the edit stations.
4. Receive ACAT publications.
5. Take an active role in access television.
6. All other privileges as provided in the ACAT Bylaws.

#### **V. Use of Equipment / Facilities**

##### Requirements:

To use ACAT equipment and / or facilities, a member must:

1. Provide proof of current membership.
2. Be certified to operate the specific equipment (see Training / Certification below).
3. Use the equipment / facilities exclusively for the creation of non-commercial programming for cablecast on the access channels.
4. Sign the appropriate Equipment Check-Out/In form for each usage, taking full responsibility for the care of the equipment being used, and the actions of crew and/or guests.

##### Training / Certification:

ACAT will provide training for member equipment certification on an on-going basis.

Once certified in an area of production, members may reserve and use those respective ACAT resources that apply (see Availability / Usage below).

Enrollment in courses and workshops is on a first-come-first-served basis. To register for an ACAT course / workshop, an advance deposit may be required. Training is offered to familiarize members with production concepts and resources available at ACAT, and to ensure proper technique and care are used when handling ACAT equipment.

Individual instruction may be set up by appointment with staff or authorized volunteers.

Members with previous video production skills may, at the discretion of ACAT staff, bypass certain ACAT training and become certified.

Producers who have not used a piece of equipment or resource for two (2) years or more will need to be recertified before a reservation can be made. Producers may test out of training per the discretion of the ACAT Staff. Proof of competency in any subject may be required to test out.

### Availability / Usage

#### 1. Reservations:

All reservations are dependent upon staff's approval of a Program Proposal, to be submitted by the program's producer. No producer may have more than three productions in progress at any one time unless authorized by ACAT staff.

Equipment / Facilities will be available to all certified members on a first-come, first-served basis. Reservation requests should be made at least 48 hours in advance, and longer if possible, especially for equipment that may be in high demand.

Portable equipment may be reserved for 24 hours at a time during the week, 72 hours over the weekend. For weekend use, we ask that equipment be picked up on Friday and returned on Monday. Portable equipment reservations may be extended if another member has not reserved the additional time requested.

Reservation extensions will be granted no sooner than three (3) days prior to the reservation date. Portable equipment reservations will be taken up to two (2) months in advance. Reservations may not be made back-to-back. There must be at least 24 hours between scheduled reservations for an individual or project. All other requests will be honored only at the discretion of ACAT staff.

All equipment and / or facility reservations must be made with ACAT staff by the certified member who will be using it and will be responsible for it. ACAT reserves the right to limit the amount of equipment and / or time which any one individual or group may reserve. Unauthorized or improper handling of ACAT equipment may result in a violation. Only certified members are allowed to operate ACAT equipment.

Equipment MUST be returned to ACAT and checked in before being issued to another person.

Members must give at least 24-hours notice when canceling any reservation at ACAT. If a certified member is more than 30 minutes late for pick-up without notification and approval, the reservation may be canceled.

#### 2. Equipment Check-Out / In:

Equipment must be picked up at, and returned to, ACAT by the certified member who reserved it unless alternative arrangements have been approved, in advance, by ACAT staff. An Equipment Check-Out / In form must be filled out and signed prior to taking the equipment. If the ACAT member is under 18 years of age, a parent, legal guardian, or faculty member must also sign the Equipment Check-Out / In form.

Check-out / in of equipment is to be scheduled with ACAT staff. Please observe ACAT's posted hours and prescheduled reservation times for check-out and check-in of equipment.

ACAT will make every reasonable effort to ensure equipment is in proper working order, but can make no guarantee as to the operating quality of equipment. It is suggested that the certified member set up and test the equipment before leaving the



facility.

Use of ACAT equipment outside the Town of Acton requires prior staff approval.

Equipment must be returned by the time indicated on the Check-Out / In form. When returning equipment, the certified member is responsible for having the equipment officially checked in by ACAT staff. At this time, any damage to equipment or operating irregularities must be reported to the ACAT staff.

Producers are responsible for returning all equipment in working order and are responsible for payment of any repairs or replacements needed.

### 3. Facility / Studio Use:

Crew position assignments are the responsibility of the producer. ACAT staff may assist producers in assembling crews from among trained and qualified members, but it is ultimately the responsibility of the producer to ensure the eligibility of all crew used.

Producers must arrange an adequate number of crew members and should schedule their production crews to be at the studio at least one hour before and after a shoot to ensure adequate setup and break down time. ACAT staff are only available on a limited basis to serve as crew on member productions and are never available for break down.

Producers are responsible for the actions of guests, assistants, crew, children, etc., in the facilities. It is highly recommended that producers require all talent appearing in their program to complete a Performance / Visual Arts Release Form, to keep for their records.

ACAT office equipment and supplies may not be used for props. Due to the limited space available, props and set pieces cannot be stored at ACAT. Members must begin striking their set at least a ½ hour before closing time and completely clean up after themselves. No animals, except for trained guide dogs and other service animals, are allowed in the facility without the approval of ACAT staff. Eating and drinking is allowed in designated areas only. Smoking is not allowed in the premises occupied by ACAT or anywhere on the ABRHS campus. Access to the ABRHS campus, other than the ACAT studio, requires permission by the ABRHS Principal or designee.

### 4. Editing

Only current members certified to use the editing equipment may reserve edit time.

Certified members may reserve a maximum of 4 hours per reservation. The amount of editing reservations, in terms of hours, that an individual may hold during a week may be limited based on demand. Edit reservations will be taken up to 2 months in advance.

Editing MUST be completed no later than 7:45PM Tuesday thru Thursday and no later than 4:45 PM on Monday and Friday. ACAT encourages all members to purchase their own hard drives for editing. In order to provide enough storage for members working on projects, the following procedures apply regarding the storage of projects on all ACAT hard-drives.

- a) In order to use any ACAT computers, members must be certified in their use by ACAT Staff.

- b) Producers may store one project per person on ACAT hard drives.
- c) All projects must be saved on an external hard-drive. Anything saved on the internal hard-drive of any of the computers will be immediately deleted unless approved by a staff member.
- d) A project may remain in an ACAT hard-drive (external) for no more than three (3) months. The three-month time period begins on the first day / time of reservation of editing for that particular project.
- e) If additional time is needed, a producer may request an extension in writing, to the ACAT Staff. The extension will not exceed 1 month unless there are extenuating circumstances.
- f) Extenuating circumstances will be considered providing the producer contacts ACAT Staff in writing prior to the end of the 1-month extension.
- g) If the project is not completed within the specified time, ACAT Staff is authorized to remove the project and all associated clips.
- h) Producers are encouraged to purchase and use their own hard-drives. A list of recommended drives, purchase locations and approximate cost are available from ACAT Staff.

Should a producer purchase his/her own hard-drive, an appointment with ACAT Staff must be made for usage instruction prior to first use.

#### 5. Videotape / Copies

ACAT provides videotape stock for the production of programming for ACAT for a minimal fee. A DVD copy of the final program is available to all producers free of charge upon completion of the project. ACAT will provide one DVD to the producer for this purpose. Otherwise, when possible, staff will make a copy on an ACAT DVD for a \$15 donation to the Corporation.

## VI. Programming

### Community Bulletin Board

The Community Bulletin Board (CBB) is a service maintained by ACAT for publicizing non-commercial, non-partisan notices, activities, and events of interest and / or benefit to residents of Acton. The Community Bulletin Board Request form is available on our website, [www.actontv.org](http://www.actontv.org). It is helpful to submit material for CCB at least 2 weeks in advance of the event or activity.

Requests must be submitted through the website.

### Channel Time

You may request to cablecast an independently produced program on the access channels. All programs submitted for cablecast shall be accompanied by a completed Request for Cablecast form that contains a full disclosure of the program's contents. Any presenter / producer wishing to have a program cablecast must submit a completed program and a Request for Cablecast form at least two weeks in advance; this does not apply to live productions. Presenters / producers must submit three new consecutive programs before they receive a regular time slot in the program schedule. In order to maintain a regular time slot, a presenter / producer must submit a new Request for Cablecast form every thirteen

weeks and commit to presenting / producing the set number of programs as determined by the presenter / producer on the Request for Cablecast form. Failure to submit a completed Request for Cablecast form and /or present /produce the requested programming as agreed upon by the presenter /producer, may result in loss of regular time slot. Frequency of new programming submitted by presenters / producers determines frequency of cablecasts on the access channels.

The following considerations will determine the scheduling of channel time:

- Where the program is / was produced.
- Timeliness of program.
- Regularity of programs.
- Repeat, live or first run program.
- Date of receipt of Request for Cablecast form.
- Availability of channel time.

ACAT staff schedules channel time. ACAT will try to accommodate all reasonable requests. A single program to be aired more than once a week (Monday to Sunday) will generally not be scheduled at the same time on consecutive days. Generally, a single program will not be shown more than once daily or seven times in a week, but this policy is flexible and dependent upon the total volume of available content. It is the responsibility of the presenter / producer to alert staff of any questionable content in the requested program, particularly if it may not be appropriate for younger viewers.

ACAT reserves the right to require an appropriate disclaimer on any program.

ACAT reserves the right to run potentially offensive programming after 10:00 PM and before 6:00 AM. Failure to notify ACAT of potentially offensive material prior to a program or episode airing may result in loss of privileges.

If ACAT makes a good-faith determination that the subject material in a program may offend some viewer and/or may not be appropriate for children, ACAT may require that the following announcement be added to the beginning of the program: "The following program may contain sensitive material. Viewer discretion is advised" and/or "The views expressed on this program are those of the producer(s),] and do not reflect the views of ACAT, the Town of Acton, or the cable operator. ACAT would like to hear your opinion. Contact us at 978-263-6033 or visit us on the web at [www.actontv.org](http://www.actontv.org)."

### Preparation Requirements

Before cablecast, all DVDs must be clearly labeled with the following:

1. Producer and / or presenter's name.
2. Title of program(s).
3. Exact running time (hours, minutes, seconds).

The beginning of all programs to be cablecast should, when applicable, begin with ten (10) seconds of black only. ACAT requests that each program finish leaving at least 1 minute and 30 seconds to the next half hour, i.e., a half hour show runs for 28 minutes, 30 seconds (or less) not 30 minutes; an hour program would be no longer than 58:30.

The end of all programs to be cablecast should, when applicable, have the following:

1. Appropriate credits.
2. Producer and / or presenter's name.
3. "Produced with facilities provided by ACAT, Inc."

#### Technical Requirements

1. ACAT requests that all programs be submitted on high quality DVD or Mini DV.
2. Programs submitted as mpeg2 files must meet the standards of the ACAT playback server. (Specifications available upon request)
3. All tapes must be recorded in Standard Play Mode (SP).
4. Video and audio quality of all programs to be cablecast must be consistent and of sufficient level to permit adequate reproduction by transmission equipment.

ACAT staff reserves the right to withhold the cablecast of any program which does not meet preparation or technical requirements.

#### Ownership

The producer retains the copyright for his/her program content produced using ACAT equipment. ACAT retains the right of unlimited cablecasts and videocasts over the Internet.

No individual may receive any financial benefit / remuneration from programs produced using ACAT equipment, as required by ACAT's 501(c)(3) non-profit status and consistent with Town of Acton practices, unless through an awarded grant (see Section VIII, Underwriting and Grants).

#### Prohibitions and Clearances

Users of ACAT and program producers are fully responsible for the content of their program material. The following material is forbidden for presentation on the Public, Educational, and Governmental Access Channels:

1. Obscene and indecent material. This type of programming is not permitted on cable television by federal law.
2. Any material which constitutes libel, slander, invasion of privacy or publicity rights, or which might violate any other local, state, or federal law.
3. Programs containing material that violates copyright or trademarks. Use of such material generally requires obtaining appropriate rights from music licensing organizations, publishers, representatives, copyright holders, broadcast stations networks and any other persons as may be necessary for cablecast. Access users may be asked to furnish written authorization for use of such materials.
4. Program material that creates the immediate danger of damage to property or injury to persons; the substantial obstruction of law enforcement or functions or services; the deprivation of any person by threat, threat of force or physical action through the exercise of a legal right, or the disturbance of any person in the enjoyment of a legal right; or the creation of public nuisance.
5. The direct or indirect presentation of lotteries or lottery information, except for announcements pertaining to state-sponsored lotteries.

Users are responsible for obtaining, in writing, release forms, minor permission forms, and all

necessary approvals, clearances, licenses, etc. for the use of any program material that the user submits for cablecast. These may include, but are not limited to: broadcast stations, networks, music licensing organizations, performer's representatives, and any and all other persons as may be necessary for authorization to cablecast program material.

A responsible adult shall verify, in writing, that authorization has been obtained concerning use of any equipment by a minor; and / or appearance of any minor; and / or that all necessary approvals / licenses have been obtained, for a program to be cablecast. Such adults shall be responsible for liability resulting from the use of equipment by, or any appearance of, a minor.

### Sponsorship Credits

Businesses are encouraged to sponsor programs of interest to citizens in the town, but these programs must be informational in nature and not take the form of an infomercial for a product or service sold by the business. For example, a cooking show by a kitchen supplies store or a home improvement show by a hardware store would be allowed, but a show on how to use a specific branded product would not.

Commercial advertising is prohibited from the access channels. Acknowledgment of underwriting by businesses, organizations, or grantors providing monetary or other assistance to the making of a program may be included in the program credits. The acknowledgment should not exceed ten seconds and may include the underwriter's name, business name, address, phone, website/email address, and a brief value neutral statement describing the underwriter's contribution or product.

### Political Programming

ACAT will make production and cablecasting facilities available as an open forum, upon request, and encourages political discussion of issues and candidates. ACAT staff will not provide any direct technical support for any political programming. A disclaimer must be inserted at the beginning and end of each political program stating:

"The following program may contain sensitive material. Viewer discretion is advised" and/or "The views expressed on this program are those of the producer(s),] and do not reflect the views of ACAT ,Inc., the Town of Acton, or the cable operator."

1. There are three types of political programming:
  - a) Debate programs, which must be non-partisan. All candidates are invited and all referendum viewpoints may be expressed.
  - b) Advocacy programs, which may partisan. All candidates may or may not be invited and all political or viewpoints may or may not be expressed.
  - c) Election coverage, which must observe news reporting standards and give adequate time to all major candidates and issues.
2. An ACAT member must follow the ACAT Policies & Procedures to use ACAT facilities to present / produce political programming.
3. All programs submitted for cablecast shall be accompanied by a completed Request for Cablecast form.
4. Political programming will cease 48 hours prior to Election Day and will not resume until the polls have officially closed. It is the responsibility of the presenter / producer

to alert staff of any political program content relevant to the upcoming election.

5. The Community Bulletin Board may not be used for political advocacy.

## **VII. Violations**

In order for the ACAT Policies & Procedures to be effective and to keep operations running smoothly, the following penalty system has been instituted. There are two types of violations that may result in restrictions on a member. The ACAT Executive Director and / or staff are authorized to issue violation notices. Violation notices may be issued verbally or in writing.

### Minor Violations

Minor violations may result in a verbal or written warning, or membership suspension up to 90 days. These may include, but are not limited to:

1. Failure to cancel a reservation in accordance with ACAT Policies & Procedures.
2. Late pick up or return of equipment without notification and approval.
3. Failure to clean up after using facilities.
4. Eating, drinking, or smoking in non-designated areas.
5. Handling off-limit equipment or being in off-limit areas.
6. Failure to comply with ACAT Policies & Procedures.

### Major Violations

Major violations may result in a minimum 90-day suspension of membership. These may include, but are not limited to:

1. Abusive language and / or actions.
2. Commercial, profit-making, or personal use of ACAT facilities and / or equipment.
3. Theft or abuse of equipment, including attempted repair, rewiring, etc.
4. Failure to pay for damage to equipment if a bill has been issued for repair or replacement.
5. Falsifying forms.
6. Misrepresentation to others of member's status or affiliation with ACAT.
7. Use of ACAT equipment without staff permission.
8. Being under the influence of drugs (including alcohol) or bringing such substances into ACAT facilities.
9. Bringing weapons on the premises occupied by ACAT. Historic weapons for special programs require specific authorization and may require notification to the Acton Chief of Police.
10. Failure to comply with ACAT Policies & Procedures.

The staff of ACAT exclusively reserves the right to enforce the ACAT Policies & Procedures. The ACAT Board of Directors and staff both reserve the right to permanently revoke the right of membership of any individual, family, or organization / business whose behavior violates the Policies & Procedures of ACAT.

### Grievance Procedure

Members are encouraged to resolve difficulties on the staff level. If a difficulty cannot be resolved at the staff level, a member may request an appeal. To file a formal complaint, the following steps are required:

1. The access user is required to submit any grievance, typewritten and signed, to the ACAT Executive Director within seven working days from the date of the incident.  
If the Executive Director is an affected party, the grievance request will be submitted immediately to a Grievance Committee and bypass step two.
2. The ACAT Executive Director will review the grievance and render a decision in a timely fashion.
3. Should the decision of the ACAT Executive Director not satisfy the access user, the user may file a written request for review by a Grievance Committee. The decision made by the Grievance Committee shall be final.

A Grievance Committee will be made up of one ACAT staff member (not involved with the incident), one ACAT board member (not involved with the incident), two ACAT access users (members not involved with the incident), and the President of the ACAT Board of Directors. The ACAT President shall choose the staff member, board member, and two access users.

If the ACAT President is involved with the incident, the following order of command will be followed:

1. ACAT Secretary.
2. ACAT Treasurer.
3. Most senior ACAT Board member in alphabetical order.

### **VIII. Underwriting and Grants**

Access users are encouraged to apply for and receive underwriting or grants to aid in the development and production of programs. Donations can be in the form of goods, services, and contributions. When monetary consideration is received, the producer is encouraged to make a donation to ACAT unless it violates the terms of the grant. Staff must be informed, in advance, about any such underwriting. To give proper credit for underwriting and grants, see Section VI, Programming: Sponsorship Credits.

### **IX. Bicycled Programs**

This refers to programs that are not produced in Acton, rather, it is pre-produced and pre-recorded material that is downloaded, shipped or brought to ACAT.

Bicycled Programs must be strictly noncommercial in nature, and technical and production quality must be high. Locally produced programs will receive priority scheduling.

1. All programs must have an open and closing credits listing the title, producer and producer contact information.
2. A public, non-profit organization, or governmental agency can bicycle programs with only one representative as the sponsor. The non-profit organization does not have to be based in town but the representative must be able to furnish proof of its non-profit status and that it does serve that town, i.e. One representative must be a resident of the town who will sign an Access User Agreement (Membership Form).

## **X. Responsibility & Indemnification**

Users of the access channels shall indemnify ACAT, its Board of Directors, and its employees, against any and all liabilities arising out of use of facilities and/or resources, or out of breach of the ACAT Agreement with Policies and Regulations.

## **XI. Definition of Terms**

**Access Channels** – Channels set aside by the cable operator for use by the public, educational institutions, municipal government, or for lease on a nondiscriminatory basis.

**Access Coordinator** – As used in this document, the term refers to an ACAT employee who trains and provides supervision in the use of ACAT studio and equipment.

**Access User** – Any qualified individual who is a resident, or employee, (or member), of a non-profit organization, or of a municipal agency that serves the town. He must qualify successfully by completing training and sign the Access User Agreement. Then he may schedule equipment, facilities and/or channel time in his own name. (Such an individual may or may not be a producer. See that entry for more information).

**Advertising** – Calling public attention to one's product, service, need, etc. for profit-making purposes.

**Solicitation of money or support for goods, political candidates, or political opinions through bulletin board text pages, 30/:60 second full motion video spots or infomercials.** ACAT does not accept commercial or political full motion video advertising on access channels. Except where prohibited by the local franchise agreement, ACAT will accept community bulletin board text advertising.

**Bicycled Program** – A show that is not produced in town, rather, it is pre-produced and pre-recorded material this is shipped or brought to operators for ACAT use.

**Business Access User** – Any employee of a business member located the town who has scheduled equipment, facilities, or channel time in the name of the organization. An Business Access User is subject to the same weekly facility and channel limitations as individual Access Users, whether one or several individuals book time in the name of the business. If a member of any such organization is not an inhabitant of the town, he may only produce programming that is sponsored by the organization to which he belongs. Business users must follow the guidelines under Section V, Programming: Sponsorship Credits.

**Cable Television System** – A broadband communications system, capable of delivering programming and information services from a set of centralized antennas, by coaxial cable, fiber optic technology, or other similar methods, to a community.

Other integration includes satellite and microwave communications.

**Candidate** – Legally qualified for office. This can be any person who has publicly announced candidacy by formal declaration and meets the legal qualifications for office.

**CG (Character Generator)** – Device that electronically displays letters and numbers on the television screen.

**Channel Capacity** – Maximum number of channels that a cable system can carry simultaneously.

**Copyright** – The exclusive right to the material contained in a program. The right covers reproduction, publishing, and broadcasting of information.



Crew – Access Users working with the producer and/or Access User to assist in the production of programming. ACAT understands it may be difficult for resident producers to find adequate crew from within town. Crewmembers that are non-residents must fulfill all the requirements of ACAT's programming operating Regulations, including signing the Access User Agreement, but excluding the residency requirement, under conditions set forth and approved by ACAT. It is expected that non-resident crewmembers will be an exception and will constitute a very small minority. Non-residents involved in any programs shall be limited to the production crew only. Only residents of communities served by ACAT may be producers.

Dedicated Channel – Any channel reserved for a particular use.

Downstream – The flow of signals from the cable system head end through the distribution network to the subscriber.

Educational Access Programming – Programming produced by volunteers, students, faculty, or employees of educational institutions which is in support of the mission of an educational institution. It includes both academic and extra-curricular programming. In Acton, ACAT operates an Educational Access Channel which provides Educational Access Programming for the Superintendent of the Acton Public Schools and the Acton-Boxborough Regional Schools. Programming with educational content not in direct support of an academic institution is categorized as Public Access Programming.

Federal Communications Commission (FCC) – The U.S. Governmental agency established in 1934 to regulate electronic communications. The FCC succeeded the Federal Radio Commission.

First Time Access User – An individual or non-profit organization that has not used either the equipment, facilities, or channel time during the preceding twelve months.

Franchise – Contractual agreement between a cable operator and a governmental body that defines the rights and responsibilities of each in the construction and operation of a cable system within a specified geographical area.

Government Access Programming – Programming produced either by volunteers or by government employees allowing federal, state, and local officials to disseminate information to their constituents.

Hardware – Equipment involved in the production, storage, distribution, or reception of electronic signals. (Examples are head end, coaxial cable network, amplifiers, television receivers, and production equipment like cameras and videotape recorders.)

Head end – Electronic control center where signals are taken from a master feed and transmitted over cable to subscribers.

Independent – Individually owned and operated cable television system; not affiliated with an MSO.

Interconnect – Connection of two or more cable systems by microwave, fiber, coaxial cable, or satellite, so that programming or advertising may be exchanged, shared, or simultaneously viewed.

Issuing Authority – Governmental body responsible for specifying the terms of a franchise, awarding the franchise, and regulating its operation. While the franchising authority is usually a local city or county body, some areas are regulated exclusively on the state level.

Leased Access – Any channels made available by the cable operator for a fee.

Libel – A written or oral statement that conveys unjust characterization.

Local Origination – When a Cable Operator is responsible for access programming or has additional channels it controls, this refers to cable programming entirely planned and produced by the cable operator's staff. It also refers to a pre-produced program that is cablecast on a channel controlled by the cable operator. When an independent Access Corporation, such as ACAT, is responsible for access, the term is avoided for any programming which originates from the access facility. The preferred term for such programming is "Access Programming" (see Public, Educational, or Governmental Access Channels).

Local Signals – Over-the-air broadcast signals available within the Grade B contour of a community; usually carried on a cable system's basic tier of programming.

MSO (Multiple System Operator) – Company that owns and operates more than one cable television system.

Narrowcasting – Delivery of programming that addresses a specific need or highly focused audience.

Obscene Material – Material that fits the legal definition of obscene or indecent material under local and state laws.

Ordinance – Enabling legislation passed by a local government to establish Policies for the franchising process.

Organizational Access User – Any member of an exempt organization as defined by the IRS that serves the town, or employee of a municipal agency that serves the town, that has scheduled equipment, facilities, or channel time in the name of the organization. An Organizational Access User is subject to the same weekly facility and channel limitations as individual Access Users, whether one or several individuals book time in the name of the organization. If a member of any such organization is not an inhabitant of the town, he may only produce programming that is sponsored by the organization to which he belongs.

PEG – Refers to "public, educational, and governmental" access channels; i.e. PEG channel(s).

Penetration – Ratio of the number of cable subscribers, or pay-TV subscribers, to the total number of households passed by the system.

Producer – An ACAT member or organizational user that is responsible for the production of a PEG Access cable program. The producer is ACAT's main contact for a program and must be a resident of the town served by the facility. While a program may involve many Access Users working on the same production, the producer agrees to be personally and financially responsible for all liabilities arising from safety and other violations of ACAT's PEG access programming operating Regulations by themselves or any members of the production crew. (In the case of a minor, his parent or guardian assumes all responsibility for program content and other liability outlined in ACAT's PEG access programming operating Regulations and Access User Agreement).

Programming – The news, entertainment, information resources, and educational presentations carried on a cable system or broadcast by a radio or television station. Such programming can originate at the local, PEG Access, regional or national level.

Public Access Channel – A channel on which programs are transmitted on a first-come, first-

served, nondiscriminatory basis. A public access channel is specifically for noncommercial public access programming by residents or local non-profit organizations.

Public Access Programming – Programming produced by volunteers using ACAT facilities and equipment. When an access user brings in a prerecorded tape or DVD for cablecast, it is also considered public access. In both these instances, ACAT, by federal law, may not edit or control content. This programming must be noncommercial.

Slander – A false oral statement that is meant to defame a person's character.

Staff – Those employed by ACAT.

Subscriber – Customer paying a monthly fee to cable system operators for the capability of receiving diverse programs and services.

Talent – A person appearing as a program host, performer, or guest who does not participate in the technical aspect of the program's production. A host must be an ACAT member. Regular performers must be ACAT members. Guests need not be residents of Acton or members. Guests who reside in town are encouraged but not required to be members.

Training – Evidence of proper training is the ability to complete a task without staff assistance. The requirements for completing training are defined by the Access Coordinator as applicable to the program under production.

Volunteer – ACAT members who volunteer their services for assisting in the production of programming.

**Acton Community Access Television, Inc.****Annual Membership Registration Form**

This signed agreement is required to be completed by all members. Permission of ACAT staff is required for various levels of studio use and borrowing privileges.

I have read, am familiar with, and agree to abide by the Policies and Procedures of ACAT, Inc.

1. I understand that the following material is forbidden for presentation on the Public, Educational, and Governmental Access Channels:
  - a. Any obscene and / or other programming prohibited by applicable law(s).
  - b. Any lottery information.
  - c. Any material designed to promote the sale of commercial products or services.
  - d. Any invasion of privacy.
  - e. Any violation of trademark, copyright, or publicity rights prohibited by applicable law(s).
  - f. Any illegal or otherwise prohibited activity.
2. I will be thoroughly familiar with the nature of all program material that I submit for cablecast and take full responsibility for its content.
3. I understand that the material I record will be used for programming on the Public, Educational, or Governmental Access Channels.
4. I agree to obtain, in writing, all necessary clearances and permissions from any and all organizations, individuals, and groups as may be needed to record and / or cablecast material on the Public, Educational, and Governmental Access Channels.
5. I agree to reimburse ACAT, Inc., for any cost to repair or replace equipment which I damage or return damaged, except for normal wear and tear.
6. I understand I am responsible and agree to indemnify and hold harmless the Town of Acton, the cable provider(s), ACAT, Inc., its directors and employees, and their successors, from any liability, loss, claim, cost, or damage of any nature whatsoever which may arise by reason of any claim that any material cablecast or disseminated by me infringes and / or violates any rights of any person(s) or organization(s).

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**If the member is under 18 years of age, please enter a parent or guardian's email address:**

(If the email address of a parent or guardian is provided, this form will be sent for their signature.)

Parent / Guardian: \_\_\_\_\_ Signature: \_\_\_\_\_

Acknowledgment: ACAT, Inc., thanks CCTV, Inc., whose Policies and Procedures served as a primary source in our initial development of these Policies and Procedures.

# Acton Community Access Television, Inc.

## Program Log - January 2010

Channel 8 - Public Access		Channel 9 - Educational Access	
<u>Friday, January 1, 2010</u>		<u>Friday, January 1, 2010</u>	
<u>Start</u>	<u>Title</u>	<u>Start</u>	<u>Title</u>
12:00:30 AM	Boys B Ball @ Arlington	12:56:20 AM	Colonial Classic-A-B vs L-S '95
1:30:00 AM	Boys B Ball Vs. Boston Lat.	2:53:35 AM	Colonial Classic-Peabody 1993
2:30:00 AM	Boys B Ball Vs Waltham	4:16:41 AM	Colonial Classic - Sharon 2000
3:30:00 AM	Boys B Ball @ Lundonderry	5:38:03 AM	Colonial Classic-AB/Somerville
4:30:00 AM	Boys B Ball Westford	6:57:34 AM	Colonial Classic-1994 SuperBowl
5:30:00 AM	Girls Ice Hockey @ Chelmsford	8:48:59 AM	Colonial Classic - Wayland 1991
7:00:00 AM	Boys Ice Hockey @ B.C. High	10:09:36 AM	Colonial Classic-Turkey Day '92
8:30:00 AM	Girls Ice Hockey @ Waltham	11:54:27 AM	Colonial Classic-Peabody 2002
9:30:01 AM	Boys Ice Hockey Vs. Arlington	1:16:15 PM	Colonial Classic-N. Middlesex
11:00:00 AM	Boys Ice Hockey Vs. CentralCath	3:05:08 PM	Colonial Classic-C.M. 1996
12:30:00 PM	Boys Ice Hockey Vs. Bellerica	4:26:06 PM	Colonial Classic-Cen Cath 2002
2:00:30 PM	Boys B Ball @ Arlington	5:29:11 PM	Colonial Classic-Turkey Day '92
3:30:00 PM	Boys B Ball Vs. Boston Lat.	7:14:02 PM	Colonial Classic-Peabody 1993
4:30:00 PM	Boys B Ball Vs Waltham	8:37:08 PM	Colonial Classic - Wayland 1991
5:30:00 PM	Boys B Ball @ Lundonderry	9:57:45 PM	Colonial Classic-A-B vs L-S '95
6:30:00 PM	Boys B Ball Westford	11:55:00 PM	Colonial Classic-Lawrence 2002
7:30:00 PM	Girls Ice Hockey @ Chelmsford		
9:00:00 PM	Boys Ice Hockey @ B.C. High		
<u>Saturday, January 2, 2010</u>		<u>Saturday, January 2, 2010</u>	
<u>Start</u>	<u>Title</u>	<u>Start</u>	<u>Title</u>
12:00:00 AM	Poland 2009	8:00:00 AM	Explore Maine - Portland
12:30:00 AM	Local Music Rocks	8:30:00 AM	Colonial Sports Update Nov '09
1:00:00 AM	6-What-is-Mental-Machinery	9:00:00 AM	Douglas Veterans Day Program
1:30:00 AM	Down In Front	10:00:00 AM	Colonial Classic-A-B vs L-S '95
2:00:00 AM	Green By Design	12:00:00 PM	ABRHS Chorus at Fanuel Hall
2:30:00 AM	Jealthy Living: Heart Disease	2:00:00 PM	ABRHS Chorus at Fanuel Hall
3:00:00 AM	Cinemaniacs	4:00:00 PM	Colonial Classic-Peabody 1993
4:00:00 AM	Gardening Rythms: Pruning	6:00:00 PM	ABRHS Chorus at Fanuel Hall
4:30:00 AM	NASA 360	7:00:00 PM	ABRHS Chorus at Fanuel Hall
5:00:00 AM	Physican Focuas	8:00:00 PM	ABRHS Chorus at Fanuel Hall
5:30:00 AM	Wake Up With Wendy	9:00:00 PM	Colonial Classic-Turkey Day '92
6:00:00 AM	Stay Connected		
6:30:00 AM	Bells Choir		
7:00:00 AM	NASA 360		

7:30:00 AM Hot and Cold Insulation II  
 8:00:00 AM Gardening Rythms: Pruning  
 8:30:00 AM Green By Design  
 9:00:00 AM Go Fish  
 9:30:00 AM Down In Front  
 10:00:00 AM Boys B Ball @ Arlington  
 11:30:00 AM Girls Ice Hockey @ Chelmsford  
 1:00:00 PM Cinemaniacs  
 2:00:00 PM The Jazz Room  
 2:30:00 PM Poland 2009  
 3:00:25 PM Afghan Marshall Plan  
 3:30:00 PM Bells Choir  
 4:00:00 PM NASA 360  
 4:30:00 PM Hot and Cold Insulation II  
 5:00:00 PM Gardening Rythms: Pruning  
 5:30:00 PM Green By Design  
 6:00:00 PM Go Fish  
 6:30:00 PM Down In Front  
 7:00:00 PM Boys B Ball @ Arlington  
 8:30:00 PM Girls Ice Hockey @ Chelmsford  
 10:00:00 PM Hot and Cold Insulation II  
 10:30:00 PM Green By Design  
 11:00:00 PM Down In Front  
 11:30:00 PM Down In Front

**Sunday, January 3, 2010**

<u>Start</u>	<u>Title</u>
12:00:00 AM	Cinemaniacs
1:00:00 AM	AHM Course Orientation
1:30:00 AM	AHM The Reactive Mind
2:00:00 AM	AHM The Engram
2:30:00 AM	AHM Painful Emotion
3:00:00 AM	AHM What is a Mental Lock
3:30:00 AM	AH< What is Mental Machinery
4:30:00 AM	NASA 360
5:00:00 AM	Physican Focuas
5:30:00 AM	Wake Up With Wendy
6:00:00 AM	Stay Connected
6:30:00 AM	Bells Choir
7:00:00 AM	NASA 360
7:30:00 AM	Hot and Cold Insulation II
8:00:00 AM	Gardening Rythms: Pruning
8:30:00 AM	Green By Design

**Sunday, January 3, 2010**

<u>Start</u>	<u>Title</u>
9:00:00 AM	ABRHS Chorus at Fanuel Hall
10:00:00 AM	Colonial Classic - Wayland 1991
11:30:00 AM	Douglas Veterans Day Program
1:00:00 PM	ABRHS Chorus at Fanuel Hall
3:00:00 PM	ABRHS Chorus at Fanuel Hall
4:00:00 PM	Colonial Classic- '03 SuperBowl
6:00:00 PM	ABRHS Chorus at Fanuel Hall
8:00:00 PM	ABRHS Chorus at Fanuel Hall
9:00:00 PM	Colonial Classic - Wayland 1991

9:00:00 AM Go Fish  
 9:30:00 AM Down In Front  
 10:00:00 AM Boys B Ball @ Arlington  
 11:30:00 AM Girls Ice Hockey @ Chelmsford  
 1:00:00 PM Cinemaniacs  
 2:00:00 PM The Jazz Room  
 2:30:00 PM Poland 2009  
 3:00:25 PM Afghan Marshall Plan  
 3:30:00 PM Bells Choir  
 4:00:00 PM NASA 360  
 4:30:00 PM Hot and Cold Insulation II  
 5:00:00 PM Gardening Rythms: Pruning  
 5:30:00 PM Green By Design  
 6:00:00 PM Go Fish  
 6:30:00 PM Down In Front  
 7:00:00 PM Boys B Ball @ Arlington  
 8:30:00 PM Girls Ice Hockey @ Chelmsford  
 10:00:00 PM Hot and Cold Insulation II  
 10:30:00 PM Green By Design  
 11:00:00 PM Down In Front

**Monday, January 4, 2010**

<u>Start</u>	<u>Title</u>
6:30:00 AM	Wake Up With Wendy
7:00:00 AM	Stay Connected
7:30:00 AM	Overview of Economics
8:00:00 AM	NASA 360
8:30:00 AM	Physician Focus
9:00:00 AM	Hot and Cold: Window Jambs
9:30:00 AM	SEA Inside
10:00:00 AM	Cinemaniacs
11:00:00 AM	Down In Front
11:30:00 AM	Green By Design
12:00:00 PM	Stay Connected
12:30:00 PM	Gardening Rhythms: Composting
1:00:00 PM	Healthy Living
1:30:00 PM	Breaking the Silence
2:00:00 PM	The Jazz Room
2:30:00 PM	Overview of Economics
3:00:00 PM	NASA 360
3:30:00 PM	Physician Focus
4:00:00 PM	Hot and Cold: Window Jambs
4:30:00 PM	Local Music Rocks

**Monday, January 4, 2010**

<u>Start</u>	<u>Title</u>
9:00:00 AM	AB to Z
9:30:00 AM	Explore Maine - Portland
10:00:00 AM	Colonial Classic-AB/Beverly '04
11:30:00 AM	Acton: Portrait of a Town
12:00:00 PM	Douglas Veterans Day Program
2:00:00 PM	Comm Svc Awards-2009
3:30:00 PM	Colonial Sports Update Nov '09
5:00:00 PM	Colonial Sports Update Nov '09
6:00:00 PM	ABRHS Chorus at Fanuel Hall
7:00:00 PM	Douglas Veterans Day Program
8:00:00 PM	ABRHS Chorus at Fanuel Hall
9:00:00 PM	Colonial Classic-A-B vs L-S '95



5:00:00 PM SEA Inside  
 5:30:00 PM Green By Design  
 6:00:00 PM Stay Connected  
 6:30:00 PM Local Impact  
 7:00:00 PM Selectmen Meeting

**Tuesday, January 5, 2010**

<u>Start</u>	<u>Title</u>
12:00:00 AM	Breaking the Silence
12:30:00 AM	Afghan Marshall Plan
1:00:00 AM	Overview of Economics
1:30:00 AM	Poland 2009
2:30:00 AM	NASA 360
3:00:00 AM	Green By Design
3:30:00 AM	Hot and Cold: Window Jambs
4:00:00 AM	Gardening Rhythms: Composting
4:30:00 AM	Down In Front
5:00:00 AM	Cinemaniacs
6:00:00 AM	Healthy Living
6:30:00 AM	Wake Up With Wendy
7:00:00 AM	Stay Connected
7:30:00 AM	NASA 360
8:00:00 AM	Green By Design
8:30:00 AM	Gardening Rhythms: Composting
9:00:00 AM	Overview of Economics
9:30:00 AM	Physician Focus
10:00:00 AM	The Jazz Room
10:30:00 AM	Go Fish
11:00:00 AM	SEA Inside
11:30:00 AM	Hot and Cold: Window Jambs
12:00:00 PM	Stay Connected
12:30:00 PM	No Excuses Outdoors
1:00:00 PM	Breaking the Silence
1:30:00 PM	Green By Design
2:00:00 PM	Gardening Rhythms: Composting
2:30:00 PM	Overview of Economics
3:00:00 PM	Physician Focus
3:30:00 PM	Down In Front
4:00:00 PM	Life Matters
4:30:00 PM	Hot and Cold: Window Jambs
5:00:00 PM	Go Fish
5:30:00 PM	No Excuses Outdoors
6:00:00 PM	Stay Connected

**Tuesday, January 5, 2010**

<u>Start</u>	<u>Title</u>
8:30:00 AM	Explore Maine - Portland
9:00:00 AM	AB to Z
9:30:00 AM	Boxborough: Portrait of a Town
10:00:00 AM	Colonial Classic-Andover 2004
12:00:00 PM	2009 Shriners Chowder Bowl
2:00:00 PM	Comm Svc Awards-2009
4:00:00 PM	Douglas Veterans Day Program
5:00:00 PM	ABRHS Chorus at Fanuel Hall
6:30:00 PM	Colonial Sports Update Nov '09
7:00:00 PM	ABRHS Chorus at Fanuel Hall
8:00:00 PM	ABRHS Chorus at Fanuel Hall
9:00:00 PM	Colonial Classic-1994 SuperBowl

6:30:00 PM Local Impact  
7:30:00 PM Finnance Committee Meeting

**Wednesday, January 6, 2010**

<u>Start</u>	<u>Title</u>
6:30:00 AM	Wake Up With Wendy
7:00:00 AM	Stay Connected
7:30:00 AM	Overview of Economics
8:00:00 AM	The New Face In Politics
8:30:00 AM	Physician Focus
9:00:00 AM	Hot and Cold: Window Jambs
9:30:00 AM	SEA Inside
10:00:00 AM	Cinemaniacs
11:00:00 AM	Down In Front
11:30:00 AM	Green By Design
12:00:00 PM	Stay Connected
12:30:00 PM	Gardening Rhythms: Composting
1:00:00 PM	Healthy Living
1:30:00 PM	Breaking the Silence
2:00:00 PM	The Jazz Room
2:30:00 PM	Overview of Economics
3:00:00 PM	NASA 360
3:30:00 PM	Physician Focus
4:00:00 PM	Hot and Cold: Window Jambs
4:30:00 PM	Local Music Rocks
5:00:00 PM	SEA Inside
5:30:00 PM	Green By Design
6:00:00 PM	Stay Connected
6:30:00 PM	The New Face In Politics
7:00:00 PM	Boys Ice Hockey @ Andover
8:15:00 PM	Boys Ice Hockey Vs. Chelmsford
10:00:00 PM	30 Odd

**Thursday, January 7, 2010**

<u>Start</u>	<u>Title</u>
12:00:00 AM	Breaking the Silence
12:30:00 AM	Afghan Marshall Plan
1:00:00 AM	Overview of Economics
1:30:00 AM	Poland 2009
2:30:00 AM	NASA 360
3:00:00 AM	Green By Design
3:30:00 AM	Hot and Cold: Window Jambs
4:00:00 AM	Gardening Rhythms: Composting

**Wednesday, January 6, 2010**

<u>Start</u>	<u>Title</u>
12:00:00 AM	Cabaret Night
9:00:00 AM	AB to Z
10:00:00 AM	Colonial Classic-Turkey Day '92
12:00:00 PM	Acton: Portrait of a Town
1:00:00 PM	The Big Eleven
2:00:00 PM	Douglas Veterans Day Program
3:00:00 PM	ABRHS All-Class Reunion Concert
5:00:00 PM	ABRHS Chorus at Fanuel Hall
6:00:00 PM	Colonial Sports Update Nov '09
6:30:00 PM	Colonial Classic - Sharon 2000
8:00:00 PM	ABRHS Chorus at Fanuel Hall
9:00:00 PM	Colonial Classic - Wayland 1991
10:30:00 PM	ABRHS Chorus at Fanuel Hall

**Thursday, January 7, 2010**

<u>Start</u>	<u>Title</u>
2:00:00 PM	Colonial Classic- '03 SuperBowl
3:42:08 PM	Colonial Classic-Andover 2004
4:54:00 PM	Colonial Classic-AB/Beverly '04
5:58:40 PM	Colonial Classic-C.M. 1996
7:19:38 PM	Colonial Classic-Cambridge 2005
8:31:07 PM	Colonial Classic-N. Middlesex
10:20:00 PM	Colonial Classic-Peabody 2002
11:41:48 PM	Colonial Classic - Lowell 2001

4:30:00 AM Down In Front  
 5:00:00 AM Cinemaniacs  
 6:00:00 AM Healthy Living  
 6:30:00 AM Wake Up With Wendy  
 7:00:00 AM Stay Connected  
 7:30:00 AM NASA 360  
 8:00:00 AM Green By Design  
 8:30:00 AM The New Face In Politics  
 9:00:00 AM Overview of Economics  
 9:30:00 AM Physcian Focuas  
 10:00:00 AM The Jazz Room  
 10:30:00 AM Go Fish  
 11:00:00 AM SEA Inside  
 11:30:00 AM Hot and Cold: Window Jambs  
 12:00:00 PM Stay Connected  
 12:30:00 PM No Excuses Outdoors  
 1:00:00 PM Breaking the Silence  
 1:30:00 PM Green By Design  
 2:00:00 PM Gardening Rhythms: Composting  
 2:30:00 PM Overview of Economics  
 3:00:00 PM Physcian Focuas  
 3:30:00 PM Down In Front  
 4:00:00 PM Life Matters  
 4:30:00 PM Hot and Cold: Window Jambs  
 5:00:00 PM Go Fish  
 5:30:00 PM No Excuses Outdoors  
 6:00:00 PM Stay Connected  
 6:30:00 PM The New Face In Politics  
 7:30:00 PM School Committee Meeting

**Friday, January 8, 2010**

<u>Start</u>	<u>Title</u>
7:00:00 AM	Stay Connected
7:30:00 AM	Poland 2009
8:00:25 AM	Overview of Economics
8:30:00 AM	Gardening Rhythms: Composting
9:00:00 AM	The New Face In Politics
9:30:00 AM	Afghan Marshall Plan
10:00:00 AM	Go Fish
10:30:00 AM	Green By Design
11:00:00 AM	Healthy Living
11:30:00 AM	Hot and Cold: Window Jambs
12:00:00 PM	Stay Connected

**Friday, January 8, 2010**

<u>Start</u>	<u>Title</u>
12:56:20 AM	Colonial Classic-A-B vs L-S '95
2:53:35 AM	Colonial Classic-Peabody 1993
4:16:41 AM	Colonial Classic - Sharon 2000
5:38:03 AM	Colonial Classic-AB/Somerville
6:57:34 AM	Colonial Classic-1994 SuperBowl
8:48:59 AM	Colonial Classic - Wayland 1991
10:09:36 AM	Colonial Classic-Turkey Day '92
11:54:27 AM	Colonial Classic-Peabody 2002
1:16:15 PM	Colonial Classic-N. Middlesex
3:05:08 PM	Colonial Classic-C.M. 1996
4:26:06 PM	Colonial Classic-Cen Cath 2002

12:30:00 PM NASA 360  
 1:00:00 PM No Excuses Outdoors  
 1:30:00 PM Perils for Pedestrians  
 2:00:00 PM Physcian Focuas  
 2:30:00 PM SEA Inside  
 3:00:00 PM The Jazz Room  
 3:30:00 PM 30 Odd  
 4:00:00 PM Breaking the Silence  
 4:30:00 PM Down In Front  
 5:00:00 PM Cinemaniacs  
 6:00:00 PM Stay Connected  
 6:30:00 PM The New Face In Politics  
 7:00:00 PM Boys Ice Hockey @ Andover  
 8:15:00 PM Boys Ice Hockey Vs. Chelmsford  
 9:32:07 PM Boys B Ball Vs. Wayland

**Saturday, January 9, 2010**

<u>Start</u>	<u>Title</u>
12:00:00 AM	Poland 2009
12:30:00 AM	Local Music Rocks
1:00:00 AM	6-What-is-Mental-Machinery
1:30:00 AM	Down In Front
2:00:00 AM	Green By Design
3:00:00 AM	Cinemaniacs
4:00:00 AM	Gardening Rythms: Pruning
4:30:00 AM	NASA 360
5:30:00 AM	Wake Up With Wendy
6:00:00 AM	Stay Connected
6:30:00 AM	The New Face In Politics
7:00:00 AM	NASA 360
7:30:00 AM	Hot and Cold Insulation II
8:00:00 AM	Gardening Rythms: Pruning
8:30:00 AM	Green By Design
9:00:00 AM	Go Fish
9:30:00 AM	The New Face In Politics
10:00:00 AM	Boys B Ball @ Arlington
11:30:00 AM	Girls Ice Hockey @ Chelmsford
1:00:00 PM	Cinemaniacs
2:00:00 PM	The Jazz Room
2:30:00 PM	Poland 2009
3:00:25 PM	Afghan Marshall Plan
3:30:00 PM	The New Face In Politics
4:00:00 PM	NASA 360

5:29:11 PM Colonial Classic-Turkey Day '92  
 7:14:02 PM Colonial Classic-Peabody 1993  
 8:37:08 PM Colonial Classic - Wayland 1991  
 9:57:45 PM Colonial Classic-A-B vs L-S '95  
 11:55:00 PM Colonial Classic-Lawrence 2002

**Saturday, January 9, 2010**

<u>Start</u>	<u>Title</u>
8:00:00 AM	Explore Maine - Portland
8:30:00 AM	Colonial Sports Update Nov '09
9:00:00 AM	Douglas Veterans Day Program
10:00:00 AM	Colonial Classic-A-B vs L-S '95
12:00:00 PM	ABRHS Chorus at Fanuel Hall
2:00:00 PM	ABRHS Chorus at Fanuel Hall
4:00:00 PM	Colonial Classic-Peabody 1993
6:00:00 PM	ABRHS Chorus at Fanuel Hall
7:00:00 PM	ABRHS Chorus at Fanuel Hall
8:00:00 PM	ABRHS Chorus at Fanuel Hall
9:00:00 PM	Colonial Classic-Turkey Day '92

4:30:00 PM Hot and Cold Insulation II  
 5:00:00 PM Gardening Rythms: Pruning  
 5:30:00 PM Green By Design  
 6:00:00 PM Go Fish  
 6:30:00 PM The New Face In Politics  
 7:00:00 PM Boys B Ball Vs. Wayland  
 8:00:00 PM Boys Ice Hockey @ Andover  
 9:15:00 PM Boys Ice Hockey Vs. Chelmsford  
 11:00:00 PM Down In Front  
 11:30:00 PM Hot and Cold: Window Jambs

### Sunday, January 10, 2010

<u>Start</u>	<u>Title</u>
12:00:00 AM	Cinemaniacs
1:00:00 AM	AHM Course Orientation
1:30:00 AM	AHM The Reactive Mind
2:00:00 AM	AHM The Engram
2:30:00 AM	AHM Painful Emotion
3:00:00 AM	AHM What is a Mental Lock
3:30:00 AM	AH< What is Mental Machinery
4:30:00 AM	NASA 360
5:30:00 AM	Wake Up With Wendy
6:00:00 AM	Stay Connected
6:30:00 AM	The New Face In Politics
7:00:00 AM	NASA 360
7:30:00 AM	Hot and Cold Insulation II
8:00:00 AM	Gardening Rythms: Pruning
8:30:00 AM	Green By Design
9:00:00 AM	Go Fish
9:30:00 AM	Down In Front
10:00:00 AM	Boys B Ball @ Arlington
11:30:00 AM	Girls Ice Hockey @ Chelmsford
1:00:00 PM	Cinemaniacs
2:00:00 PM	The Jazz Room
2:30:00 PM	Poland 2009
3:00:25 PM	Afghan Marshall Plan
3:30:00 PM	The New Face In Politics
4:00:00 PM	NASA 360
4:30:00 PM	Hot and Cold Insulation II
5:00:00 PM	Gardening Rythms: Pruning
5:30:00 PM	Green By Design
6:00:00 PM	Go Fish
6:30:00 PM	Down In Front

### Sunday, January 10, 2010

<u>Start</u>	<u>Title</u>
9:00:00 AM	ABRHS Chorus at Fanuel Hall
10:00:00 AM	Colonial Classic - Wayland 1991
11:30:00 AM	Douglas Veterans Day Program
1:00:00 PM	ABRHS Chorus at Fanuel Hall
3:00:00 PM	ABRHS Chorus at Fanuel Hall
4:00:00 PM	Colonial Classic- '03 SuperBowl
6:00:00 PM	ABRHS Chorus at Fanuel Hall
8:00:00 PM	ABRHS Chorus at Fanuel Hall
9:00:00 PM	Colonial Classic - Wayland 1991

7:00:00 PM Boys B Ball Vs. Wayland  
 8:00:00 PM Boys Ice Hockey @ Andover  
 9:15:00 PM Boys Ice Hockey Vs. Chelmsford  
 11:00:00 PM Down In Front

**Monday, January 11, 2010**

<u>Start</u>	<u>Title</u>
6:30:00 AM	Wake Up With Wendy
7:00:00 AM	Stay Connected
7:30:00 AM	Overview of Economics
8:00:00 AM	The New Face In Politics
8:30:00 AM	Physician Focus
9:00:00 AM	Hot and Cold
9:30:00 AM	SEA Inside
10:00:00 AM	Cinemaniacs
11:00:00 AM	Down In Front
11:30:00 AM	Green By Design
12:00:00 PM	Stay Connected
12:30:00 PM	Gardening Rhythms: Composting
1:00:00 PM	Healthy Living
1:30:00 PM	Breaking the Silence
2:00:00 PM	The Jazz Room
2:30:00 PM	Overview of Economics
3:00:00 PM	The New Face In Politics
3:30:00 PM	Physician Focus
4:00:00 PM	Hot and Cold
4:30:00 PM	Local Music Rocks
5:00:00 PM	SEA Inside
5:30:00 PM	Green By Design
6:00:00 PM	Stay Connected
6:26:50 PM	The New Face In Politics
7:00:00 PM	Selectmen Meeting

**Tuesday, January 12, 2010**

<u>Start</u>	<u>Title</u>
12:00:00 AM	Breaking the Silence
12:30:00 AM	Afghan Marshall Plan
1:00:00 AM	Overview of Economics
1:30:00 AM	Poland 2009
2:30:00 AM	NASA 360
3:00:00 AM	The New Face In Politics
3:30:00 AM	Hot and Cold
4:00:00 AM	Gardening Rhythms: Composting

**Monday, January 11, 2010**

<u>Start</u>	<u>Title</u>
9:00:00 AM	AB to Z
9:20:23 AM	Boxborough: Portrait of a Town
9:50:23 AM	Colonial Classic-Andover 2004
11:50:23 AM	2009 Shriners Chowder Bowl
1:50:23 PM	Comm Svc Awards-2009
3:50:23 PM	Douglas Veterans Day Program
4:50:23 PM	ABRHS Chorus at Fanuel Hall
6:20:23 PM	Colonial Sports Update Nov '09
6:50:23 PM	ABRHS Chorus at Fanuel Hall
9:00:00 PM	Colonial Classic-A-B vs L-S '95

**Tuesday, January 12, 2010**

<u>Start</u>	<u>Title</u>
8:30:00 AM	Explore Maine - Portland
9:00:00 AM	AB to Z
9:30:00 AM	Boxborough: Portrait of a Town
10:00:00 AM	Colonial Classic-Andover 2004
12:00:00 PM	2009 Shriners Chowder Bowl
2:00:00 PM	Comm Svc Awards-2009
4:00:00 PM	Douglas Veterans Day Program
5:00:00 PM	ABRHS Chorus at Fanuel Hall



4:30:00 AM Down In Front  
 5:00:00 AM Cinemaniacs  
 6:00:00 AM Healthy Living  
 6:30:00 AM Wake Up With Wendy  
 7:00:00 AM Stay Connected  
 7:30:00 AM NASA 360  
 8:00:00 AM The New Face In Politics  
 8:30:00 AM Gardening Rhythms: Composting  
 9:00:00 AM Overview of Economics  
 9:30:00 AM Physcian Focuas  
 10:00:00 AM The Jazz Room  
 10:30:00 AM Go Fish  
 11:00:00 AM SEA Inside  
 11:30:00 AM Hot and Cold  
 12:00:00 PM Stay Connected  
 12:30:00 PM No Excuses Outdoors  
 1:00:00 PM Breaking the Silence  
 1:30:00 PM Green By Design  
 2:00:00 PM Gardening Rhythms: Composting  
 2:30:00 PM Overview of Economics  
 3:00:00 PM Physcian Focuas  
 3:30:00 PM Down In Front  
 4:00:00 PM Life Matters  
 4:30:00 PM Hot and Cold  
 5:00:00 PM Go Fish  
 5:30:00 PM No Excuses Outdoors  
 6:00:00 PM Stay Connected  
 6:30:00 PM The New Face In Politics

### Wednesday, January 13, 2010

<u>Start</u>	<u>Title</u>
6:30:00 AM	Wake Up With Wendy
7:00:00 AM	Stay Connected
7:30:00 AM	Overview of Economics
8:00:00 AM	The New Face In Politics
8:30:00 AM	Physcian Focuas
9:00:00 AM	Hot and Cold
9:30:00 AM	SEA Inside
10:00:00 AM	Cinemaniacs
11:00:00 AM	Down In Front
11:30:00 AM	Green By Design
12:00:00 PM	Stay Connected
12:30:00 PM	Gardening Rhythms: Composting

6:30:00 PM Colonial Sports Update Nov '09  
 7:00:00 PM ABRHS Chorus at Fanuel Hall  
 8:00:00 PM ABRHS Chorus at Fanuel Hall  
 9:00:00 PM Colonial Classic-1994 SuperBowl

### Wednesday, January 13, 2010

<u>Start</u>	<u>Title</u>
12:00:00 AM	Cabaret Night
9:00:00 AM	AB to Z
10:00:00 AM	Colonial Classic-Turkey Day '92
12:00:00 PM	Acton: Portrait of a Town
1:00:00 PM	The Big Eleven
2:00:00 PM	Douglas Veterans Day Program
3:00:00 PM	ABRHS All-Class Reunion Concert
5:00:00 PM	ABRHS Chorus at Fanuel Hall
6:00:00 PM	Colonial Sports Update Nov '09
6:30:00 PM	Colonial Classic - Sharon 2000
8:00:00 PM	ABRHS Chorus at Fanuel Hall
9:00:00 PM	Colonial Classic - Wayland 1991

1:00:00 PM Healthy Living  
 1:30:00 PM Breaking the Silence  
 2:00:00 PM The Jazz Room  
 2:30:00 PM Overview of Economics  
 3:00:00 PM NASA 360  
 3:30:00 PM Physcian Focuas  
 4:00:00 PM Hot and Cold  
 4:30:00 PM Local Music Rocks  
 5:00:00 PM SEA Inside  
 5:30:00 PM Green By Design  
 6:00:00 PM Stay Connected  
 7:30:00 PM Finnance Committee Meeting

**Thursday, January 14, 2010**

<u>Start</u>	<u>Title</u>
12:00:00 AM	Breaking the Silence
12:30:00 AM	Afghan Marshall Plan
1:00:00 AM	Overview of Economics
1:30:00 AM	Poland 2009
2:30:00 AM	NASA 360
3:00:00 AM	Green By Design
3:30:00 AM	Hot and Cold
4:00:00 AM	Gardening Rhythms: Composting
4:30:00 AM	Down In Front
5:00:00 AM	Cinemaniacs
6:00:00 AM	Healthy Living
6:30:00 AM	Wake Up With Wendy
7:00:00 AM	Stay Connected
7:30:00 AM	NASA 360
8:00:00 AM	Green By Design
8:30:00 AM	The New Face In Politics
9:00:00 AM	Overview of Economics
9:30:00 AM	Physcian Focuas
10:00:00 AM	The Jazz Room
10:30:00 AM	Go Fish
11:00:00 AM	SEA Inside
11:30:00 AM	Hot and Cold
12:00:00 PM	Stay Connected
12:30:00 PM	No Excuses Outdoors
1:00:00 PM	Breaking the Silence
1:30:00 PM	Green By Design
2:00:00 PM	Gardening Rhythms: Composting
2:30:00 PM	Overview of Economics

10:30:00 PM ABRHS Chorus at Fanuel Hall

**Thursday, January 14, 2010**

<u>Start</u>	<u>Title</u>
2:00:00 PM	Colonial Classic- '03 SuperBowl
3:42:08 PM	Colonial Classic-Andover 2004
4:54:00 PM	Colonial Classic-AB/Beverly '04
5:58:40 PM	Colonial Classic-C.M. 1996
7:19:38 PM	Colonial Classic-Cambridge 2005
8:31:07 PM	Colonial Classic-N. Middlesex
10:20:00 PM	Colonial Classic-Peabody 2002
11:41:48 PM	Colonial Classic - Lowell 2001



3:00:00 PM Physcian Focuas  
 3:30:00 PM Down In Front  
 4:00:00 PM Life Matters  
 4:30:00 PM Hot and Cold  
 5:00:00 PM Go Fish  
 5:30:00 PM No Excuses Outdoors  
 6:00:00 PM Stay Connected  
 6:30:00 PM The New Face In Politics  
 7:30:00 PM School Committee Meeting

**Friday, January 15, 2010**

<u>Start</u>	<u>Title</u>
7:00:00 AM	Stay Connected
7:30:00 AM	Poland 2009
8:00:25 AM	Overview of Economics
8:30:00 AM	Gardening Rhythms: Composting
9:00:00 AM	The New Face In Politics
9:30:00 AM	Afghan Marshall Plan
10:00:00 AM	Go Fish
10:30:00 AM	Green By Design
11:00:00 AM	Healthy Living
11:30:00 AM	Hot and Cold
12:00:00 PM	Stay Connected
12:30:00 PM	NASA 360
1:00:00 PM	No Excuses Outdoors
1:30:00 PM	Perils for Pedestrians
2:00:00 PM	Physcian Focuas
2:30:00 PM	SEA Inside
3:00:00 PM	The Jazz Room
3:30:00 PM	30 Odd
4:00:00 PM	Breaking the Silence
4:30:00 PM	Down In Front
5:00:00 PM	Cinemaniacs
6:00:00 PM	Stay Connected
6:30:00 PM	The New Face In Politics
7:00:00 PM	Boys Ice Hockey @ Andover
8:15:00 PM	Boys Ice Hockey Vs. Chelmsford
9:32:07 PM	Boys B Ball @ Westford

**Saturday, January 16, 2010**

<u>Start</u>	<u>Title</u>
12:00:00 AM	Poland 2009
12:30:00 AM	Local Music Rocks

**Friday, January 15, 2010**

<u>Start</u>	<u>Title</u>
12:56:20 AM	Colonial Classic-A-B vs L-S '95
2:53:35 AM	Colonial Classic-Peabody 1993
4:16:41 AM	Colonial Classic - Sharon 2000
5:38:03 AM	Colonial Classic-AB / Somerville
6:57:34 AM	Colonial Classic-1994 SuperBowl
8:48:59 AM	Colonial Classic - Wayland 1991
10:09:36 AM	Colonial Classic-Turkey Day '92
11:54:27 AM	Colonial Classic-Peabody 2002
1:16:15 PM	Colonial Classic-N. Middlesex
3:05:08 PM	Colonial Classic-C.M. 1996
4:26:06 PM	Colonial Classic-Cen Cath 2002
5:29:11 PM	Colonial Classic-Turkey Day '92
7:14:02 PM	Colonial Classic-Peabody 1993
8:37:08 PM	Colonial Classic - Wayland 1991
9:57:45 PM	Colonial Classic-A-B vs L-S '95
11:55:00 PM	Colonial Classic-Lawrence 2002

**Saturday, January 16, 2010**

<u>Start</u>	<u>Title</u>
8:00:00 AM	Explore Maine - Portland
8:30:00 AM	Colonial Sports Update Nov '09

1:00:00 AM 6-What-is-Mental-Machinery  
 1:30:00 AM Down In Front  
 2:00:00 AM Green By Design  
 3:00:00 AM Cinemaniacs  
 4:00:00 AM Gardening Rythms: Pruning  
 4:30:00 AM NASA 360  
 5:30:00 AM Wake Up With Wendy  
 6:00:00 AM Stay Connected  
 6:30:00 AM The New Face In Politics  
 7:00:00 AM NASA 360  
 7:30:00 AM Hot and Cold Insulation II  
 8:00:00 AM Gardening Rythms: Pruning  
 8:30:00 AM Green By Design  
 9:00:00 AM Go Fish  
 9:30:00 AM The New Face In Politics  
 10:00:00 AM Boys B Ball @ Arlington  
 11:30:00 AM Girls Ice Hockey @ Chelmsford  
 1:00:00 PM Cinemaniacs  
 2:00:00 PM The Jazz Room  
 2:30:00 PM Poland 2009  
 3:00:25 PM Afghan Marshall Plan  
 3:30:00 PM The New Face In Politics  
 4:00:00 PM NASA 360  
 4:30:00 PM Hot and Cold Insulation II  
 5:00:00 PM Gardening Rythms: Pruning  
 5:30:00 PM Green By Design  
 6:00:00 PM Go Fish  
 6:30:00 PM The New Face In Politics  
 7:00:00 PM Boys B Ball @ Westford  
 8:00:00 PM Boys Ice Hockey @ Andover  
 9:15:00 PM Boys Ice Hockey Vs. Chelmsford  
 11:00:00 PM Down In Front  
 11:30:00 PM Hot and Cold

### **Sunday, January 17, 2010**

<u>Start</u>	<u>Title</u>
12:00:00 AM	Cinemaniacs
1:00:00 AM	AHM Course Orientation
1:30:00 AM	AHM The Reactive Mind
2:00:00 AM	AHM The Engram
2:30:00 AM	AHM Painful Emotion
3:00:00 AM	AHM What is a Mental Lock
3:30:00 AM	AH< What is Mental Machinery

9:00:00 AM Douglas Veterans Day Program  
 10:00:00 AM Colonial Classic-A-B vs L-S '95  
 12:00:00 PM ABRHS Chorus at Fanuel Hall  
 2:00:00 PM ABRHS Chorus at Fanuel Hall  
 4:00:00 PM Colonial Classic-Peabody 1993  
 6:00:00 PM ABRHS Chorus at Fanuel Hall  
 7:00:00 PM ABRHS Chorus at Fanuel Hall  
 8:00:00 PM ABRHS Chorus at Fanuel Hall  
 9:00:00 PM Colonial Classic-Turkey Day '92

### **Sunday, January 17, 2010**

<u>Start</u>	<u>Title</u>
9:00:00 AM	ABRHS Chorus at Fanuel Hall
10:00:00 AM	Colonial Classic - Wayland 1991
11:30:00 AM	Douglas Veterans Day Program
1:00:00 PM	ABRHS Chorus at Fanuel Hall
3:00:00 PM	ABRHS Chorus at Fanuel Hall
4:00:00 PM	Colonial Classic- '03 SuperBowl
6:00:00 PM	ABRHS Chorus at Fanuel Hall

4:30:00 AM NASA 360  
 5:30:00 AM Wake Up With Wendy  
 6:00:00 AM Stay Connected  
 6:30:00 AM The New Face In Politics  
 7:00:00 AM NASA 360  
 7:30:00 AM Hot and Cold Insulation II  
 8:00:00 AM Gardening Rythms: Pruning  
 8:30:00 AM Green By Design  
 9:00:00 AM Go Fish  
 9:30:00 AM Down In Front  
 10:00:00 AM Boys B Ball @ Arlington  
 11:30:00 AM Girls Ice Hockey @ Chelmsford  
 1:00:00 PM Cinemaniacs  
 2:00:00 PM The Jazz Room  
 2:30:00 PM Poland 2009  
 3:00:25 PM Afghan Marshall Plan  
 3:30:00 PM The New Face In Politics  
 4:00:00 PM NASA 360  
 4:30:00 PM Hot and Cold Insulation II  
 5:00:00 PM Gardening Rythms: Pruning  
 5:30:00 PM Green By Design  
 6:00:00 PM Go Fish  
 6:30:00 PM Down In Front  
 7:00:00 PM Boys B Ball @ Westford  
 8:00:00 PM Boys Ice Hockey @ Andover  
 9:15:00 PM Boys Ice Hockey Vs. Chelmsford  
 11:00:00 PM Down In Front

**Monday, January 18, 2010**

<u>Start</u>	<u>Title</u>
6:30:00 AM	Wake Up With Wendy
7:00:00 AM	Stay Connected
7:30:00 AM	Overview of Economics
8:00:00 AM	The New Face In Politics
8:30:00 AM	Physician Focuas
9:00:00 AM	Hot and Cold
9:30:00 AM	SEA Inside
10:00:00 AM	Kindergarten Night
11:00:00 AM	Down In Front
11:30:00 AM	Green By Design
12:00:00 PM	Stay Connected
12:30:00 PM	Gardening Rhythms: Composting
1:00:00 PM	Kindergarten Night

8:00:00 PM ABRHS Chorus at Fanuel Hall  
 9:00:00 PM Colonial Classic - Wayland 1991

**Monday, January 18, 2010**

<u>Start</u>	<u>Title</u>
9:00:00 AM	AB to Z
9:20:23 AM	Boxborough: Portrait of a Town
9:50:23 AM	Colonial Classic-Andover 2004
11:50:23 AM	2009 Shriners Chowder Bowl
1:50:23 PM	Comm Svc Awards-2009
3:50:23 PM	Douglas Veterans Day Program
4:50:23 PM	ABRHS Chorus at Fanuel Hall
6:20:23 PM	Colonial Sports Update Nov '09
6:50:23 PM	ABRHS Chorus at Fanuel Hall
9:00:00 PM	Colonial Classic-A-B vs L-S '95

2:00:00 PM The Jazz Room  
 2:30:00 PM Overview of Economics  
 3:00:00 PM The New Face In Politics  
 3:30:00 PM Physcian Focuas  
 4:00:00 PM Hot and Cold  
 4:30:00 PM Local Music Rocks  
 5:00:00 PM SEA Inside  
 5:30:00 PM Green By Design  
 6:00:00 PM Stay Connected  
 6:26:40 PM The New Face In Politics  
 7:00:00 PM Kindergarten Night

### **Tuesday, January 19, 2010**

<b><u>Start</u></b>	<b><u>Title</u></b>
6:30:00 AM	Wake Up With Wendy
7:00:00 AM	Stay Connected
7:30:00 AM	NASA 360
8:00:00 AM	The New Face In Politics
12:00:00 PM	Stay Connected
12:30:00 PM	No Excuses Outdoors
1:00:00 PM	NASA 360
1:30:00 PM	Green By Design
2:00:00 PM	Gardening Rhythms: Composting
2:30:00 PM	Overview of Economics
3:00:00 PM	Physcian Focuas
4:00:00 PM	Life Matters
4:30:00 PM	Hot and Cold
5:00:00 PM	Kindergarten Night
6:00:00 PM	Stay Connected
6:30:00 PM	The New Face In Politics
7:30:00 PM	Finnance Committee Meeting
9:30:00 PM	Kindergarten Night

### **Wednesday, January 20, 2010**

<b><u>Start</u></b>	<b><u>Title</u></b>
6:30:00 AM	Wake Up With Wendy
7:00:00 AM	Stay Connected
7:30:00 AM	Physcian Focuas
8:00:00 AM	Kindergarten Night
9:00:00 AM	Perils for Pedestrians
9:30:00 AM	NASA 360
10:00:00 AM	Green By Design
10:30:00 AM	SEA Inside

### **Tuesday, January 19, 2010**

<b><u>Start</u></b>	<b><u>Title</u></b>
8:30:00 AM	Explore Maine - Portland
9:00:00 AM	AB to Z
9:30:00 AM	Boxborough: Portrait of a Town
10:00:00 AM	Colonial Classic-Andover 2004
12:00:00 PM	2009 Shriners Chowder Bowl
2:00:00 PM	Comm Svc Awards-2009
4:00:00 PM	Douglas Veterans Day Program
5:00:00 PM	ABRHS Chorus at Fanuel Hall
6:30:00 PM	Colonial Sports Update Nov '09
7:00:00 PM	ABRHS Chorus at Fanuel Hall
8:00:00 PM	ABRHS Chorus at Fanuel Hall
9:00:00 PM	Colonial Classic-1994 SuperBowl

### **Wednesday, January 20, 2010**

<b><u>Start</u></b>	<b><u>Title</u></b>
12:00:00 AM	Cabaret Night
9:00:00 AM	AB to Z
10:00:00 AM	Colonial Classic-Turkey Day '92
12:00:00 PM	Acton: Portrait of a Town
1:00:00 PM	The Big Eleven
2:00:00 PM	Douglas Veterans Day Program
3:00:00 PM	ABRHS All-Class Reunion Concert
5:00:00 PM	ABRHS Chorus at Fanuel Hall

11:00:00 AM The Jazz Room  
 11:30:00 AM Local Music Rocks  
 12:00:00 PM Stay Connected  
 12:30:00 PM Wood Whisperer  
 1:00:00 PM Hot & Cold  
 1:30:00 PM No Excuses Outdoors  
 2:00:00 PM Health Living  
 2:30:00 PM Poland 2009  
 3:00:00 PM Gardening Rhythms: Composting  
 3:30:00 PM Down in Front  
 5:00:00 PM Kindergarten Night  
 6:00:00 PM Stay Connected  
 6:30:00 PM Overview of Economics  
 7:00:00 PM Boys Ice Hockey Vs. Andover  
 8:30:00 PM Boys Ice Hockey Vs. Westford  
 10:00:00 PM Girls B Ball

**Thursday, January 21, 2010**

<u>Start</u>	<u>Title</u>
6:30:00 AM	Wake Up With Wendy
7:00:00 AM	Stay Connected
7:30:00 AM	Wood Whisperer
8:00:00 AM	Kindergarten Night
9:00:00 AM	Gardening Rhythms: Composting
9:30:00 AM	Green By Design
10:00:00 AM	NASA 360
10:30:00 AM	Hot & Cold
11:00:00 AM	Physician Focus
11:30:00 AM	Perils for Pedestrians
12:00:00 PM	Stay Connected
12:30:00 PM	Down in Front
1:00:00 PM	Kindergarten Night
2:00:00 PM	Health Living
2:30:00 PM	LocalMusicRocksMay09B
3:00:00 PM	Cinemaniacs
4:00:00 PM	The Jazz Room
4:30:00 PM	30 Odd
5:00:00 PM	Overview of Economics
5:30:00 PM	Poland 2009
6:00:00 PM	Stay Connected
6:30:00 PM	NASA 360
7:30:00 PM	School Committee Meeting

6:00:00 PM Colonial Sports Update Nov '09  
 6:30:00 PM Colonial Classic - Sharon 2000  
 8:00:00 PM ABRHS Chorus at Fanuel Hall  
 9:00:00 PM Colonial Classic - Wayland 1991  
 10:30:00 PM ABRHS Chorus at Fanuel Hall

**Thursday, January 21, 2010**

<u>Start</u>	<u>Title</u>
2:00:00 PM	Colonial Classic- '03 SuperBowl
3:42:08 PM	Colonial Classic-Andover 2004
4:54:00 PM	Colonial Classic-AB/Beverly '04
5:58:40 PM	Colonial Classic-C.M. 1996
7:19:38 PM	Colonial Classic-Cambridge 2005
8:31:07 PM	Colonial Classic-N. Middlesex
10:20:00 PM	Colonial Classic-Peabody 2002
11:41:48 PM	Colonial Classic - Lowell 2001

Internal Revenue Service  
P.O. Box 13163 - Room 1400  
Baltimore, MD 21203

Department of the Treasury

Date: January 12, 2010

**Employer Identification Number:**

27-0287252

Acton Community Access Television, Inc. **Person to Contact - Group #:**

c/o John R. Covert

Marc Kennedy - 7880

2 Flagg Road

ID# 52-07036

Acton, MA 01720

**Contact Telephone Numbers:**

410-962-4245 Phone

410-962-8193 Fax

**Response Due Date:**

February 02, 2010

Dear Sir or Madam:

Before we can determine whether you are exempt from Federal income tax, we must have enough information to show that you have met all legal requirements. You did not include the information needed to make that determination on your Form 1023, Application for Recognition of Exemption Under Section 501(c)(3) of the Internal Revenue Code.

To help us determine whether you are exempt from Federal income tax, please send us the requested information by the above date. We can then complete our review of your application.

If we do not hear from you within that time, we will assume you do not want us to consider the matter further and will close your case. As a result, the Internal Revenue Service will treat you as a taxable entity. If we receive the information after the response due date, we may ask you to send us a new Form 1023.

In addition, if you do not provide the requested information in a timely manner, we will consider that you have not taken all reasonable steps to secure the determination you requested. Under Code section 7428(b)(2), your not taking all reasonable steps in a timely manner to secure the determination may be considered as failure to exhaust administrative remedies available to you within the Service. Therefore, you may lose your rights to a declaratory judgment under Code section 7428.

If you have any questions, please contact the person whose name and telephone number are shown in the heading of this letter.

Sincerely yours,



Marc Kennedy  
Exempt Organizations Specialist

Enclosure

Letter 1312 (DO)

Acton Community Access Television, Inc.  
27-0287252

Note: Your response to this letter must be submitted over the signature of an authorized person or of an officer whose name is listed on the application. Also, the information you submit should be accompanied by the following declaration:

*Under penalties of perjury, I declare that I have examined this information, including accompanying documents, and, to the best of my knowledge and belief, the information contains all the relevant facts relating to the request for the information, and such facts are true, correct, and complete.*

PLEASE ATTACH A COPY OF THIS LETTER TO ALL CORRESPONDENCE.

Additional Information Requested:

- 1) Your Articles of Incorporation do not meet the organizational test of IRC section 501(c)(3), and therefore they must be amended. Specifically, your articles do not properly limit potential political activities by your organization. Your language is unacceptable, since it provides that "No substantial part of the activities ... shall consist of the carrying on of propaganda...or participating or intervening in ... any political campaign...". Section 501(c)(3) specifically prohibits political activities. As shown in the sample language below, this should read that the organization shall not (instead of no substantial part) participate in political activities. In order to meet the organizational test of IRC section 501(c)(3), you will need to amend your articles with the State of Massachusetts. To meet the organizational test, you will need to take the following actions:

DELETE your existing Article IV, section (2) and REPLACE it with the following:

"No part of the net earnings of the corporation shall inure to the benefit of, or be distributable to its members, trustees, officers or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of section 501(c)(3) purposes. No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office."

Once you have amended the Articles of Incorporation with the State of Massachusetts, please provide a conformed copy of the amendment in the form of a stamped "Filed" copy or accompanying Certificate of Filing. Exemption under section 501(c)(3) can not be granted until the organizational test requirements are satisfied.

- 2) I could not find an attachment for Part IV of the application, which requested an accurate and detailed description of your past, present and planned

activities. Please provide this information at this time.

- 3) Does, or will, your organization any fees for any of your services or activities? If so, please describe the fee, what is received in return, and explain the basis of the fee. Additionally, please explain if you have any procedures for waiving this fee if an individual is unable to pay it.
- 4) Regarding your operation of the community access television activities, please provide the following information:
  - a) Please explain what type(s) of stations the programs you help to produce will be aired on. For instance, will the program be aired on public television channels or commercial channels, in addition to your public access channel? Please explain.
  - b) Please explain whether your organization will accept commercial advertising, either for shows you produce or for the television station in general.
  - c) Will your organization sell broadcasting time for commercial use (for instance "infomercials" etc)? If so, explain in detail.
  - d) Please describe the type(s) of programming your television station will air.
- 5) Please explain where you will conduct your activities, and explain any fees or charges for utilizing this space.
- 6) Will any members of the governing body receive payments from your organization, whether directly or indirectly through financial interests in organizations with which you will do business? If so, explain in detail.
- 7) Please submit copies of any pamphlets, brochures, newspaper articles, advertising, newsletters, etc., concerning your organization.

Please feel free to call me with any questions regarding this letter. Please be sure any response is over the signature of an authorized officer, as well as the required Penalties of Perjury statement shown on line 2 of this letter.

PLEASE DIRECT ALL CORRESPONDENCE REGARDING YOUR CASE TO:

US Mail:

Internal Revenue Service  
Exempt Organizations  
P. O. Box 13163  
Baltimore, MD 21203  
ATT: Marc Kennedy  
Room 1400  
Group 7880

Street Address:

Internal Revenue Service  
Exempt Organizations  
31 Hopkins Plaza  
Baltimore, MD 21201  
ATT: Marc Kennedy  
Room 1400  
Group 7880