

Town of Richmond

Request for Special Appropriations

Request for Fiscal Year: 2026

Organization's Name: Mount Mansfield Community Television, Inc.(MMCTV)
Address: 203 Bridge St, 3rd floor/PO Box 688
City, State, Zip: Richmond, VT 05477
Website address: MtMansfieldCtv.org

A. GENERAL INFORMATION

1. **Program Name:** MMCTV Richmond Public Meeting Video Coverage
2. **Contact Person/Title:** Angelike Contis, Executive Director
Telephone Number: (802) 434-2550
E-mail address: angelike@mmctv15.org
3. Total number of individuals served in the last complete fiscal year by this program:
3000 or est. 20% of our 15,000 estimated cable + online viewers
4. Total number of the above individuals who are Town residents: 3000
Please, attach any documentation that supports this number.
Percent of people served who are Town residents: 90%
5. Amount of Request: \$5,000
6. Total Program Budget: \$13,000 Percent of total program budget you are requesting from the Town of Richmond: 38%
7. Please state or attach the mission of your agency: Providing public access television programming and community media services to Jericho, Underhill and Richmond, VT
8. Funding will be used to:
 X Maintain an existing program Expand an Existing Program
 Start a new program
9. Has your organization received funds from the Town in the past for this or a similar program? YES
10. If yes, please answer the following:
 - a. Does the amount of your request represent an increase over your previous appropriation? If yes, explain the reason(s) for the increase.
No
 - b. Were any conditions or restrictions placed on the funds by the Selectboard? No
If yes, describe how those conditions or restrictions have been met.

B. PROGRAM OVERVIEW

1. Statement of Need: Identify the issue or need that the program will address (use statistical data to justify the need for the program). To what extent does this need, or problem exist in the Town of Richmond? MMCTV edits/archives some 180+ Richmond Town meetings/related videos a year. Many were streamed live, using both the hybrid meeting conference room and a few meetings at other locations. We rely on town support for help covering staff time.

2. Program Summary:

a. Identify the target/recipients of program services. Specify the number of Town residents your program will serve during the fiscal year and explain the basis upon which this number is calculated. Indicate any eligibility requirements your program has with respect to age, gender, income or residence. Our videos are accessible to watch/download for free to all Richmond residents who have Internet service. We cablecast to an estimated 900+ Richmond Comcast cable subscribers and stream most Water-Sewer Cmsn., Selectboard, DRB and Planning meetings live on Youtube and MMCTV local Comcast Cable Channel 1086 (or 1076).

b. Identify what is to be accomplished or what change will occur from participating in the program. How will people be better off as a result of participating in the program? Describe the steps you take to make the project known to the public, and make the program accessible and inclusive? Meeting video links are updated daily on our website and we remind the public through outreach including an e-newsletter, Times Ink! ads/articles, Front Porch Forum and Facebook.

3. Program Funding:

a. Identify how Town funds, specifically, will be used (i.e., funds will provide "X" amount of units of service.) \$5000 in funds will provide over 200 hours of staff work on Richmond meeting videos. In FY26, MMCTV will stream (including live-switching between cameras) an estimated 60+ hybrid meetings live and edit/archive over 180 meetings. Note the number of Richmond town meetings we processed went from 88 in 2019, to 130 in 2020 and 146 in 2021 and was up to 175 in 2023. Zoom recordings allow us to share an increasing number of smaller committee's meetings.

b. List the other agencies to whom you are submitting a request for funds for this program and the amount requested. How would this program be modified should revenues be lost? We rely on the support of Jericho, Underhill and Richmond to partially cover labor for meeting coverage and tech support. Without municipal support, we'd have to limit the number of meetings we process. MMCTV continues to seek short-term, one-time funding from the State of Vermont, as a part of the Vermont Access Network. (MMCTV is one of 24 community media centers in VAN). During the pandemic, VAN members were deemed an essential service by the state. MMCTV is set to receive unrestricted funding from the state (est. \$22,000 in FY24) to support both municipal work and our many other services.

C. ORGANIZATIONAL CAPACITY

1. Describe your agency's capability to provide the program including its history, previous experience providing this service, management structure and staff expertise. MMCTV has a proven track record since 1997 of supporting municipal work and public meetings. Our small staff is working more closely than ever with Richmond, both due to the tech demands of the past few years and due to our proximity in the building as tenants.

2. How will you assess whether/how program participants are better off? Describe how you will assess program outcomes. Your description should include: what (what kind of data), how (method/tool for collecting the data), from whom (source of data) and when (timing of data collection). We track views of Richmond meetings through Internet Archive and Youtube statistics (2024/2023 info to date attached here). We also are in constant communication with the towns and quickly respond to viewer calls/emails; we rely on direct feedback from Richmond staff and residents regarding quality and availability of content. We continue to seek new ways of sharing content on a limited budget.

3. Summarize or attach program and or service assessments conducted in the past two years. Our 2023 Annual Report is online here <https://mtmansfieldctv.org/wp-content/uploads/2024/06/MmctvAnnualReport2023.pdf>. (Also attached as pdf here).

4. Does your organization have a strategic plan and a strategic planning process in place? No, but see Access Plan in Annual Report - If yes, please attach your plan. The strategic plan should include a mission statement, goals, steps to achieve the goals, and measures that assess the accomplishments of the goals.

5. What is the authorized size of your board of directors? 5
How many meetings were held by the board last year? 4

I, the undersigned, confirm the information contained herein is accurate and can be verified as such. I understand and agree that if the requested funds are approved, the disbursement of funds are subject to all conditions established by the Richmond Selectboard.

Signature of Applicant  Date: 10/7/2024

Angelike Contis, Executive Director MMCTV
Print Name of Applicant and Title

MMCTV Statistics	2024 (Partial/Jan.-Oct. 7)	2023 (Jan.-Dec.)
#MEETINGS EDITED & ARCHIVED	138+	175
PLAYS (Int. Arch.)	1219	5100
PLAYS (Youtube):	7300	700
PLAYS (ALL):	8519	5800
# LIVE EVENTS	49*	55*

**Water/Sewer & SB often one single stream*

Note - with our increase on usage of Youtube for showcasing our content, there has been an increase in views there.

COMCAST CABLE (Channels 1076 and 1086)

While we don't have viewing numbers or exact town numbers, due to Comcast propriety information, we estimate Richmond is at nearly 50% of MMCTV's 2,300 local cable subscribers

Rule 8 Annual Report

for Vermont Access Management Organizations (Version 4.0 - 2.23.23)

The FISCAL YEAR REPORTING: _____
(Please enter the date your Fiscal Year ENDED)

1. Organization Name & Address

Legal Name/ Corporate Name

Doing Business as (D/B/A) Name & Call Letters

Mailing Address

Location Address (if different than Mailing Address)

Website Address

2. Contact Information

2a. Individual Completing this Form

Name

Position

Phone Number

Fax Number

Email Address

2b. Executive Director/Manager/CEO

Name

Phone

Fax Number

Email Address

3. Corporate Status - Open Meetings Law – 8.422(J)

- Is the AMO recognized by the IRS as a 501 (c)(3) Non-Profit Corporation? YES NO
- Year Incorporated in State of Vermont: _____
- Is the AMO current with its biennial Secretary of State nonprofit corporate registration?
 YES NO
- Does AMO comply with applicable parts of VT's Open Meeting Law?
 Warns Board Meetings? Posts Board Minutes?

4. Service Territories/Communities Served

Service Territory	Name of Cable Operator	Communities (Municipalities) Served	Changes from Previous Fiscal Year
1			
2			
3			

5. Current PEG Capacity & Applications – 8.422(B)

5a. Channel(s), by Cable Operator(s)

Name of Cable Operator 1 _____

Channel Number (and Call Letters or Name)	SD or HD	Type of Access (Public, Educational, Governmental)

Name of Cable Operator 2 _____		
Channel Number (and Call Letters or Name)	SD or HD	Type of Access (Public, Educational, Governmental)

Name of Cable Operator 3 _____		
Channel Number (and Call Letters or Name)	SD or HD	Type of Access (Public, Educational, Governmental)

5b. Additional Application(s) – 8.404(B)

Describe Additional Application(s) the AMO uses that the cable operator has provided to your system capacity or facilities, in a form other than a Channel, in order to support the distribution of PEG Access content to cable subscribers. Examples of Operator-provided applications might include access to the Interactive Program Guide, the Level or Class of broadband service (Commercial/Business/etc), a Static IP, Remote Origination Site equipment, an E-mail domain, cloud storage, etc. Please state whether the Operator is charging you for any of these.

6. Outreach Strategies – 8.422(C)

Note: If an exact number is unknown for any activity in 6a or 6b below, please provide an estimate. (Check N/A if you have not engaged in a particular activity or did not track it this year.)

6a. Outreach/Marketing: Activities

Activity	Number Done	N/A (✓)
Print Ad Placements		
Online Ad Placements		
Newsletters (print or email)		
Events at your AMO (open house, gallery openings, etc.)		
AMO participation in community events (parades, booths, etc)		
Presentations at community meetings (Chamber, clubs, etc)		
Video contests/competitions held		
Self-promotional PSAs, Bumpers, etc.		
Social Media Postings		

6b. (OPTIONAL) Outreach/Marketing: Social Media/Other

Note: Please describe other activities that were intended to market or promote your AMO, or to inform or attract the public, educational and/or governmental sectors to your AMO. These might include the type and extent of your use of social media platforms, bill stuffers, video competitions entered, Technical assistance to Institutions, NGOs, schools, etc., or other outreach/marketing efforts not outlined in 6a above.

6c. (OPTIONAL) Volunteerism & Users

Note: In this Optional section, if the exact number is unknown, you may estimate.

If you track, by category, non-staff (unpaid) people involved with your AMO, you may provide that data in the Comments section.

If you do not track any of this data, you may either check N/A or leave the entire section blank.

Total, all unpaid, non-staff	Number	N/A (✓)
Volunteers, Board, Community Producers, Student Interns & Other Users		

Comments:

7. Training & Provision of Facilities – 8.422(C)

Note: We recognize that there are many ways to track or classify training and facilities usage at an AMO, and so we've provided options and narrative opportunities to accommodate these variations. In Sections a, b and c, below, if exact number is unknown, please provide an estimate. Check N/A if you have not engaged in a particular activity or have not tracked it this year.

7a. Orientations

Activity	Number Oriented	N/A (✓)
Orientation to Individuals		
Orientation to Organizations		

7b. Structured Training

Note: "Structured Training" (e.g., classes, seminars, workshops) does not include the on-going, on-demand instruction or guidance you provide to producers while they work on their programs. Describe that type of training, if you wish, in the narrative space provided below. Check N/A if you have not engaged in a particular activity or have not tracked it this year.

Types of <u>Structured</u> Training Provided (Your classifications of types)	Number Trained	N/A (✓)
GRAND TOTAL:		

If necessary, please use the following space to expand or explain how you deliver your unstructured training, including, if you wish, assistance provided to producers as they work on their productions.

UNSTRUCTURED Training:

7c. (OPTIONAL) Community Use of Facilities

Note: In this Optional section, if the exact number is unknown you may estimate. If you do not track any of this data, you may either check N/A or leave the entire section blank.

Type of Facilities Usage	If applicable, provide detail here, or in Notes, below.	# of Checkouts / Usages.	N/A (✓)
Field Gear Checkouts (specify)			
Studio Production Use			
Editing Systems Use			
Other Lendings (specify)			

NOTES:

8. Programming Data - Rule 8.422 (C)

Note: In the following sections, who "Produced" a program is determined by that person or entity that is legally responsible for the content of the program.

8a. Programming Information

*Please provide annual data for the following **FIRST-RUN, NON-REPEAT** program plays. Please avoid data for Programs that are simulcast on two or more of your channels.*

Type of Programming	# of Programs	# of Hours
Locally-Produced, First-Run Programs (<i>produced by, for or at your AMO</i>)		
AMO-Produced PSAs, Bumpers, etc. (<i>if tracked & not included above</i>)		
"Imported" via VMX or other Vermont sources (<i>e.g., AMOs, local producers</i>)		
"Imported" from other sources (<i>e.g. satellite programming</i>)		
COLUMN TOTAL		

8b. (OPTIONAL) Local Programming Breakdown

Note: In this Optional section, if the exact number is unknown, you may estimate. If you do not track any of this data, you may leave the entire section blank.

Locally-Produced, first-run Programs	# of Programs	# of Hours
Produced by your AMO Staff		
Produced by clients/users/volunteers		

8c. (OPTIONAL) Bulletin Board

If you offer an on-screen Community Bulletin Board, you might track the total number of individuals and/or entities that have submitted one or more messages, or you may count the total annual number of unique “pages” of bulletin board information. Or both. In this Optional section, if the exact numbers are unknown, estimate. If you do not track any of this data, you may leave the entire section blank.

Community Bulletin Board Data	Total Number
Number of individuals or entities who have submitted one or more “pages” over the course of the year	
Number of unique “pages” submitted & shown	

8d. Remote Origination Sites

Site Location (Entity Name, Town)	Frequency of Use (# of uses per month or per year)	Type of Use (e.g., P, E or G)	Cable Operator Providing Site	RF Modulator? Optical Xmtr? Video over IP? (please specify)

8e. Additional Information

Provide additional information about your programming (if you feel it's necessary) in narrative form:

9. Complaint Tracking – Rule 8.422(D)

Summarize details of any complaints, how your AMO responded to them, and their current status. Include both any complaints made to your AMO and your AMO's complaints to other entities, such as cable operators (Service Quality complaints should be address in the next Section, 10).

10. Service Quality Issues – Rule 8.422(L)

Please describe major service quality issues that required or require attention of the cable operator or the Vermont Public Service Department. Include your use of the “Procedures for Addressing PEG Access Facilities’ Issues, Problems and Complaints” and the outcome or on-going status at the close of the Fiscal Year.

11. Facilities Summary/Description of Facilities – Rule 8.422(E)

11a. Depreciation Schedule

Attach your Depreciation Schedule from your IRS Form 990 (long form) or your Fixed Asset Schedule.

11b. Changes in Equipment Inventory/ General Statement of Improvements

Describe generally major changes in equipment inventory during this reporting year. (A general statement of improvements in equipment and facilities.)

12. Organizational Leadership: Rosters of Key Staff & Board – Rule 8.422(F)

12a. Key Staff as of the end of the Fiscal Year

Position / Job Title	Name

12b. Board Members as of the end of Fiscal Year

Director's Name	Phone Number/ Email Address	Community Affiliation (if stated)

13. Changes in Organizational Structure – Rule 8.422(G)

Detail here any significant changes in organizational structure during the Fiscal Year; for example, bylaws, style of governance, corporate form, dissolution, etc.

14. Planning Considerations – Rule 8.422(K)

In this section, please provide your planning considerations and expectations for how community needs will be identified and met for current and future fiscal years. Include new programs or services you plan to offer over the next 3 years; how those relate to your community’s needs and interests; and the process you used to identify those needs and interests. Attach additional pages if necessary.

Note that regulators and the cable operator may regard this section as your PEG Access Plan.

15. Financial Documents – Rule 8.422 (H), (I) and (M)

15a. AMO Revenue Report

"The Report shall distinguish between funds provided by the Cable Operator as PEG funding and funds obtained from other sources."

Describe other revenue sources the AMO relies upon to support its services. (Other Sources might include memberships, production fees, interest income; and fundraising activities such as grants, annual campaigns and capital campaigns.)

CABLE OPERATOR FUNDING					
Cable Operator 1:			Cable Operator 2:		
Operating	Capital	Spike	Operating	Capital	Spike
OTHER SOURCES OF REVENUE (Identify)					
			Non-PEG Related	TOTAL	

15b. AMO Expense Report

"The Report shall clearly distinguish between expenditures that support production and distribution of PEG content to cable television subscribers, and expenditures for other purposes not related to the production and distribution of PEG content to cable television subscribers, if any." List expenses as they apply to each of the AMO's PEG and Non-PEG services.

AMO Services	Operating Expenses	Capital Expenses	Total Expenses
PEG Access Services			
Non PEG-related Services			
Total PEG & Non-PEG Expenses			

15c. Statement of Cable Operator Funds

A statement of total Operating and Capital funding received from the operator(s), and whether any funds were carried forward from the prior year.

Please click the check box (✓) if the following documents are attached to this Report, and confirm that taken together these can be used to determine any funds that were carried forward from the prior year.

- Income/Expense Statement (a.k.a., Profit & Loss Statement) for this Fiscal Year
- Balance Sheet on the final day of the Fiscal Year (listing assets & liabilities)
- Current year Operating and Capital Budgets
- Annual Tax Return (990 or 990-EZ)
- Audit or Financial Review prepared during the Fiscal Year (If one done, optional)

NOTES:

Statement of Certification

I,

(print / type name):
Angelike Contis

hereby certify that

(name of AMO):
Mount Mansfield Community Television Inc.

is (or has a parent organization that is) a non-profit organization in good standing with the State of Vermont (i.e., has filed a Vermont Nonprofit Biennial report in a timely manner) and maintains the following documents on our premises that are available to the public upon request:

- Bylaws or other governing documents
- Rules and operating procedures
- Complaint and dispute resolution procedures
- Contract(s) with Cable Operator(s)
- Evidence of conducting meetings consistent with Open Meeting Law



SIGNATURE OF PERSON COMPLETING FORM

5/31/24

DATE



SIGNATURE OF WITNESS

Jessica R. Alexander

NAME OF WITNESS (print/type)