



CITY OF CAMBRIDGE

BOARD OF ELECTION COMMISSIONERS

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COMMISSIONERS

Ethridge A. King, Jr.
Larry W. Ward
Charles J. Marquardt
Victoria A. Harris

EXECUTIVE DIRECTOR

Tanya L. Ford-Crump

ASSISTANT DIRECTOR

Lesley Waxman

BOARD OF ELECTION COMMISSIONERS MEETING

Minutes of August 12, 2020

The Chair called the meeting to order at 5:33 pm on August 12, 2020 via Zoom.

Roll Call:

Commissioner Ethridge King	Present
Commissioner Charles Marquardt	Present
Commissioner Larry Ward	Absent
Commissioner Victoria Harris	Present

Also present were Executive Director Tanya Ford-Crump and Assistant Director Lesley Waxman.

I: MINUTES

Commissioner Ward joined the meeting at 5:36 pm.

Motion: To approve the Minutes of August 5, 2020, with corrections

Moved: Commissioner King

Seconded: Commissioner Ward

Roll Call

Commissioner King	Yea
Commissioner Marquardt	Yea
Commissioner Ward	Yea
Commissioner Harris	Yea
Passed:	4—0

II: REPORTS

Executive Director's Report - R1 (Please see attachments)

A. *State Primary, September 1, 2020*

Press Release

- Ms. Ford-Crump sent a press release about the September 1, 2020 primary to Lee Gianetti (R2).
- Shorter, more specific messages about the primary will be sent over the next two weeks.

Early Voting

- Ms. Ford Crump asked about worker staffing for each of the early voting sites.
 - Commissioner Harris stated that she would be able to staff the Water Dept. location.
 - Commissioners King, Marquardt and Ward would be able to staff the Moses Youth Center and Valente Library locations.
 - Ms. Ford-Crump stated that worker training for early voting will take place an hour before it begins on Saturday, 8/22, at 2 pm.

- There will be a drop box for voters to deposit their mail-in ballots during early voting. There will need to be a monitor with this box. Having an additional worker added to the site teams was discussed. There is a concern about capacity within the site themselves; the box could possibly be located outside the facilities to better help with traffic flow.
- Ms. Ford-Crump asked that the commissioners provide their early voting staffing lists by Thursday, 8/13.
- Ms. Ford-Crump is working with staff at the Department of Public Works to review early voting locations, and has developed 75-foot radius maps for each location **(R5)**.
 - Commissioner Harris asked if site visits had been scheduled yet; she would like to see the Water Department site. Ms. Ford-Crump said they had not.
- Early Voting Guide: Ms. Crump presented the early voter guide **(R3)**, and stated that it was sent to the printer; the plan will be to mail to Cambridge households early the week of August 17th.

Drop Boxes

- Ms. Ford-Crump reported that the drop box ordered in July for the Commission site was delivered over the weekend. This will be used for voting in the primary.
- She stated that it will be located on the lower level of the Coffon Building at 51 Inman Street. A voter will have to sign in in order to deposit their ballot into the box given City of Cambridge's COVID guidelines.
- Hours will be 8:30 - 4:45 pm Monday - Thursday.
- Five additional drop boxes were ordered for the November election. Attachment **(R4)** shows styles ordered.
 - One M600 unit will be ordered to be placed outside the Commission office
 - Four M710 units will be placed at locations to be determined in the City.
 - Boxes have to be created; Ms. Ford-Crump stated that delivery will be in 6-8 weeks.
 - A commissioner schedule will be developed for pick up and monitoring of ballot boxes.
 - There was a brief discussion of whether to leave boxes unlocked, and development of a log (Commissioner Marquardt has drafted one.)

2. Assistant Director's Report – R6

1. a. Election Workers

- Ms. Waxman stated that approximately 50 applications were received last week.
 - She has begun instituting an automatic reply system with applicants stating that the Commission will contact individuals as needed.
 - Ms. Waxman stated that she possibly could put all applications into a shared folder for commissioners to access.

b. Training

- Ms. Waxman recently received updated information from SCYTL **(R7)**
 - There will be two courses for inspectors.
 - There will be 4-5 courses for wardens and clerks.
 - Workers will be able to review units as needed.

c. Manuals

- Manuals will have screening questions that workers need to answer before beginning work on September 1; these 1-page questionnaires will also be at the precincts.
 - Manuals also need a cover letter; Commissioner Marquardt will draft one for review.
- Commissioner Marquardt will be offering in-person training outside in Kendall Square.

2. Early Ballot Processing

Ms. Waxman reviewed the following:

- No final regulations have been received by the State.
- Test Deck needs to occur four days before the processing of early ballots.
- For advance tabulation, three days notice is required.
- If the Commission isn't able to scan early ballots it can open the ballots, flatten them, and prepare them for scanning.

- Write-in and auxiliary ballots are allowed to be tallied during early processing.
- Record keeping will be important during the entire process of early ballot processing.
- Physical distancing protocols allow 12 people to be in the ballroom of the Senior Center/Tabulation Center.
- Current proposal is to tally 2 precincts at a time.

Commissioners inquired about the use of poll pads. Ms. Waxman replied that there was no new information or guidance provided by the Secretary of State's office at this time.

3. Vote by Mail update

Ms. Waxman provided the following information:

- Data entry of applications has been prioritized.
- A total of 16,759 applications have been received to date; this number does not include absentee/overseas ballots.
- Voters have been calling the office asking about the status of their ballots; they have been informed that ballots were not able to be mailed until the week of August 3rd.
- Ms. Waxman stated that they would soon begin processing of ballots as they are returned; space will become an issue with the number of materials needing to be kept in the office and the ability to have personnel working on various projects.
 - Commissioner Harris stated that after the primary, the Commission could look at addressing space needs in order to meet the demands of the larger number of voters requesting mail-in ballots for November 3.
 - Ms. Ford-Crump stated that space needs were a more permanent concern for the future.

Commissioner Reports

Commissioner Harris stated the following:

- She had completed 5 precinct site visits with Victor, wardens, and clerks at the Peabody School, St. John's Church, Reservoir Church and the Haggerty School. She is scheduling a site visit at the Cambridge Friends School the week of August 17th.
- She has conducted a number of interviews with prospective poll workers.
- She assisted with clerical work in the office on Saturday and Sunday, 8/8 and 8/9.

Commissioner Marquardt stated:

- He had assisted with data entry work of ballot applications in the office on Saturday, 8/8.
- His appreciation to Commissioner Ward for developing materials to use in reviewing new employee paperwork.

Commissioner King reported the following:

- He had sent mail to new poll workers.
- He has scheduled office hours for new employees to review paperwork.
- He has scheduled Zoom Q and A sessions for workers, and will send information about these sessions to the commissioners.
- He worked in the office on Sunday, 8/9, and made phone calls to voters whose ballot application information was incomplete. He stated that voters were appreciative of the follow-up done by the Commission.

Commissioner Ward provided the following update:

- He has been assisting in the office with processing work during the week.
- He feels that the work is being done in a team manner, and appreciates Ms. Ford-Crump's fostering of this approach.

III PUBLIC COMMENT

There was no public comment.

Motion: To close public comment

Moved: Commissioner King

Roll Call

Commissioner King	Yea
Commissioner Marquardt	Yea
Commissioner Ward	Yea
Commissioner Harris	Yea
Passed:	4—0

IV: ACTION AGENDA

Old Business

Drop Box

Commissioner King asked if the drop off of ballots at 51 Inman could be done in a way where voters would not have to sign in. It seemed inconvenient to voters.

Commissioner Marquardt commented that by signing in it would prolong the time the voter would be in the building.

Ms. Ford-Crump stated that the sign-in process was a City policy related to COVID and could not be changed.

Next meeting will be held on August 19, at 5:30pm via Zoom

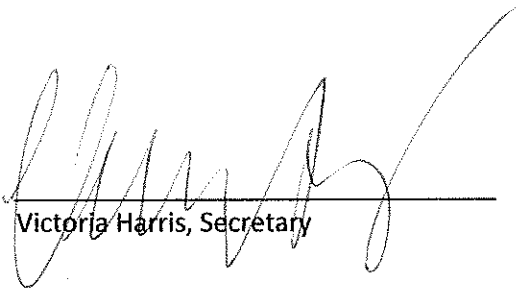
Motion: To adjourn the meeting at 6:57 pm
Moved: Commissioner King
Seconded: Commissioner Marquardt

Roll Call

Commissioner Marquardt	Yea
Commissioner Harris	Yea
Commissioner Ward	Yea
Commissioner King	Yea
Passed:	4—0

A True Record

Attested by:



Victoria Harris, Secretary