



# 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 19, 2020

The Chair called the meeting to order at 5:31 pm on August 19, 2020 via Zoom.

#### Roll Call:

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

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

#### I: MINUTES

**Motion:** To approve the Minutes of August 12, 2020

Moved: Commissioner King

Seconded: Commissioner Marquardt

#### 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*

**Motion:** To to dispose of the ballots and election materials pursuant to 42 U.S.C. Section 1974 from the September 4, 2018, State Primary

Moved: Commissioner King

Seconded: Commissioner Ward

Ms. Ford-Crump provided her report (R1). The following was noted:

##### *State Primary September 1, 2020*

- Early Voting Sites - Ms. Ford requested the commissioners visit and develop plans for locations.
  - Commissioner Harris will review the Water Department.
  - Commissioner King will visit the Valente Library and Moses Youth Center.
  - Commissioner Ward stated that he met with Victor Camara from DPW
- Automark testing will take place on Friday, 8/21 from 9 am - 12 pm.
  - Commissioners Marquardt and King stated they will attend.

- Ballot packing will take place on August 28.
  - It will take place tentatively in the Commission conference room at 10 am that day.
  - Early processing will also take place on 8/28 at the Senior Center; Commissioner Harris will tentatively be there to help supervise.
- Ms. Ford-Crump asked for dates for upcoming meetings.
  - Upcoming meetings will take place on 8/26 at 2:30 pm; 9/1 at 9:30 pm; and 9/2 at 11:00 am.
- A commissioner will need to monitor the drop box at 51 Inman Street on September 1.
  - Commissioner Marquardt agreed to remove ballots periodically throughout the day.
  - He will also be at the drop box at 8 pm to remove any ballots and “close” the box.
- Provisional ballots will need to be reviewed on September 2; the group logistics. They considered meeting in the 2nd floor conference room at 51 Inman since it most likely would allow for safe physical distancing.
- Early Voting Training Plan: manuals, safety protocols and use of poll pads will be reviewed with workers with commissioners at each site. Ms. Ford-Crump reminded commissioners to check with sites to make sure they will be open to allow for training ahead of early voting beginning at 2 pm on 8/22.
- Ms. Ford-Crump provided an update on ballot applications received/processed.
  - Commissioner King asked if there was a projection as to when application requests will be up-to-date; Ms. Waxman stated that the process would not be current, but that the gap between request and ballot fulfillment had decreased significantly.

*Advance processing and removal of ballots*

Ms. Ford-Crump reviewed the advisory from the Secretary of State’s office **(R2)** regarding the policies and procedures for the process.

- She stated that the commissioners would need to agree to release press releases **(R3)** regarding the processes.
  - Commissioner Maquardt noted that the press release regarding advance removal currently reads as “advance depositing.”
  - The commissioners agreed to release notices tomorrow (8/20) regarding the processes.
- Ms. Ford-Crump noted that the Commission will be able to use a high-speed scanner during this process.
- She reviewed policies pertaining to public observation of the process, and stated that a commissioner will need to be present.

Ms. Ford-Crump also noted that the drop box is being used in front of the building by voters to deposit their mail-in ballots.

**2. Assistant Director’s Report**

Ms. Waxman reported on the following:

- She has been at the Senior Center doing test deck since Monday.
- Poll Worker Training:
  - Manuals will be sent to all workers tomorrow, 8/20.
  - Links to on-line training will be sent in the next few days.
  - For workers who do not have email addresses for on-line training, she suggested that those workers could possibly ask family members who have a computer and internet access to allow them to use for this purpose
  - She will notify commissioners of anyone who does not have an account set up for training.
  - Commissioner Marquardt stated that he will offer two sessions of in-person training for inspectors.
  - Commissioner Harris suggested zoom meetings that would serve as question and answer sessions for workers to be tentatively scheduled later the week of August 24th to allow for workers to complete the on-line course work.
  - Ms. Waxman suggested that commissioners emphasize with wardens and clerks that ballots in jurat envelopes will need to be flattened before being inserted into the scanner on election day.
  - Commissioner Marquardt stated that he had completed the inspector training and COVID safety training.
  - A score of 80% is the recommended passing rate by SCYTL for quizzes.

- The group discussed the use of the two scanners at the precincts on election day.
  - Commissioner Harris asked if the scanner for in-person voting was not operable, could the ballot processing scanner be used.
  - Ms. Ford-Crump stated that the ballot processing scanner is primarily to be used for that purpose, and was not authorized by the State to process in-person balloting.

**3. Commissioner Reports**

Commissioner Marquardt provided the following information:

- He will conduct two inspector training sessions on Monday, August 24, at 10 am and 3 pm. The location will be at the tent next to Commonwealth Restaurant, 11 Broad Canal Way. He asked commissioners to notify him of the number of workers who will be attending.

Commissioner Harris reported that she had attended a Zoom meeting of the Nineteenth Amendment Centennial Public Art Selection Committee on Thursday, August 13. The group met with the four finalists to review their proposed works.

Commissioner King reported that he had held two question and answer sessions with new workers, which went well.

Commissioner Ward stated that he had worked at the test deck process at the Senior Center Monday - Wednesday of this week.

**III PUBLIC COMMENT**

John Hawkinson of 840 Massachusetts Avenue raised the following four items in his comments:

1. Ballot drop box - what were the circumstances regarding the change in location?
2. The text regarding polling location changes on voter notification cards, and suggested targeted language.
3. The language in the Executive Director's report (R1) regarding observers appears confusing regarding the need for an appointment.
4. Any status updates regarding the proposed meeting with the Cambridge Postmaster.

Gary Mello, 324 Franklin Street, commented on concerns being reported regarding mail-in ballot, and the implications for election day delivery on September 1.

**Motion: To close public comment**

Moved: Commissioner King

Seconded: Commissioner Marquardt

**Roll Call**

Commissioner King Yea

Commissioner Marquardt Yea

Commissioner Ward Yea

Commissioner Harris Yea

**Passed: 4—0**

**IV: ACTION AGENDA**

*Old Business*

Commissioner King suggested that items raised in Mr. Hawkinson's testimony be addressed.

1. The drop box was moved from the basement level of the Coffon Building at 51 Inman to the exterior of the building to be more convenient for voters to access, and was not a significant re-location.
2. Commissioner Marquardt stated that the meeting with the Cambridge Postmater has not yet taken place due to demands on the Postmaster's time at present, but will be scheduled at a later date.

The group discussed the processing work on applications and ballot fulfillment. Commissioners are able to assist with processing of ballots.

There was a review of fees paid to hosts for polling locations. Ms. Ford-Crump stated that certain sites sent in agreements that will need to be reviewed by the City's legal department.

Ms. Ford-Crump offered clarification regarding the processing of ballot applications and the mailing of ballots

- She stated that ballot kits were not provided by the State until August 3.
- 18,000 ballot applications were processed in approximately 3 weeks.
- She was concerned about rumors that staff were not working hard.

Commissioner Marquardt stated that he believed the process was a team effort with staff, poll workers and commissioners.

Ms. Waxman mentioned that office staff were struggling with space issues in trying to do their work. She also mentioned the extra effort the office was doing in reaching out to voters regarding errors on their applications - a step which was not required of them.

Commissioner Harris stated that she was glad to hear that poll workers had been helpful to the office efforts, and that she was pleased to be part of the Commission's efforts.

The early processing of ballots was also briefly reviewed.

- Ms. Waxman stated that they will need workers for next week, and will need people who are skilled at tallying.
- Commissioner King stated that there may be students at Harvard who could assist.
- Commissioner King asked about the tallying process and the number and sequencing of precinct work.

Commissioner Ward mentioned that there are a number of worker applications that have been forwarded to him and Commissioner Harris.

Ms. Ford-Crump thanked Tim Shaw for the support of the office to the City Manager and City Council.

**Next meeting will be held on August 26, at 2:30pm via Zoom**

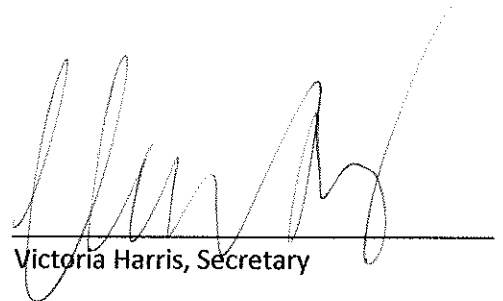
**Motion:** To adjourn the meeting at 7:01 pm  
**Moved:** Commissioner King  
**Seconded:** Commissioner Marquardt

**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