



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 18, 2021

The Chair called the meeting to order at 5:31 pm on August 18, 2021 via Zoom.

Roll Call:

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

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

I. PUBLIC COMMENT

The Chair opened the meeting for public comment.

There was no Public Comment.

Motion: To close Public Comment.

Moved: Commissioner Ward

Seconded: Commissioner King

Roll Call

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

II: MINUTES

Motion: To approve the Minutes of August 4, 2021.

Moved: Commissioner Ward

Seconded: Commissioner Harris

Roll Call

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

III: REPORTS

1. Executive Director's Report

Ms. Ford-Crump made the following report:

a. Municipal Election

Provided copies of the wording of the questions for the Municipal Election as written by the City Solicitor. **(R3)**

Provided copies proponent/opponent letters to be sent to the City Council requesting arguments for and against the ballot questions to be mailed to all Cambridge voters. **(R2)**.

Motion: To submit proponent/opponent letters to the City Council through the City Manager.

Moved: Commissioner Ward

Seconded: Commissioner King

Roll Call

Commissioner Ward Yea

Commissioner Harris Yea

Commissioner King Yea

Commissioner Marquardt Yea

Passed: 4—0

Provided a draft schedule and locations for In-person Early Voting. After discussion about looking for an additional location in the central part of the City and the addition of a second later evening option.

Motion: To hold In-person Early Voting on the dates and times noted in the schedule below.

Moved: Commissioner Ward

Seconded: Commissioner King

Roll Call

Commissioner Ward Yea

Commissioner Harris Yea

Commissioner King Yea

Commissioner Marquardt Yea

Passed: 4—0

Saturday	Monday	Tuesday	Wednesday	Thursday	Friday
October 23	October 25	October 26	October 27	October 28	October 29
10 am – 3 pm	11 am – 7 pm	10 am – 5 pm	11 am – 7 pm	10 am – 5 pm	10 am – 5 pm

Provided a listing of the six drop box locations used in last November's General Election. Discussion supported using the same locations to provide consistency for the voters.

Motion: To approve the Draft Official Drop Box Locations.
Moved: Commissioner Ward
Seconded: Commissioner King

Roll Call

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

DRAFT Official Ballot Drop Box Locations

(For Cambridge voters only)

City Hall- near the back door of the building located at 795 Massachusetts Avenue

Morse School - near the front entrance of the building located at 40 Granite Street

Cambridge Police Headquarters -left-side of the front of the building located at 125 61h Street

Maria L. Baldwin School- right-side of the Oxford Street Entrance of the building located at 28 Sacramento St

O'Neill Library- adjacent to the entrance stairs of the building located at 70 Rindge Avenue

Coffon Building -front of the building located at 51 Inman Street

Provided a draft Ballot pick-up/drop off procedure and chain of custody for consideration at the next meeting.

Updated the Commissioners regarding the timing of providing recommendations to relocate polling locations to the City Council. Such recommendations will be on the next meeting's agenda.

Provided a draft of a Vote by Mail ballot application that will be mailed to all registered voters. **(R6)** Feedback was positive for the draft post card.

Commissioner Ward left the meeting at 6:12 pm and Commissioner Harris assumed the Chair.

2. Assistant Director's Report

Ms. Waxman made the following report:

a. Statements of Financial Interests

Ms. Waxman provided an update that 6 Municipal Officials and 2 Candidates have yet to file their SFI. City Manager was notified on August 11.

b. Reprecincting Update

Census data was released on August 12. Population of Cambridge grew from 105,162 to 118,403 (+12.6%) **(R8)**

GIS is working on maps with current wards and precincts that show 2010 numbers, 2020 numbers and the percent change. They will also create maps showing the race breakdown by current wards and precincts and census blocks with the population of each block. Then they will work on simulations of new wards and precincts. After discussion it was decided to invite GIS to the September 1st meeting for purposes of providing an update on the process.

c. DHCF

Ms. Waxman provided an updated list of Designated Health Care Facilities **(R9)**

Motion: To approve the list of Designated Health Care Facilities.

Moved: Commissioner Harris

Seconded: Commissioner King

Roll Call

Commissioner Ward Absent

Commissioner Harris Yea

Commissioner King Yea

Commissioner Marquardt Yea

Passed: 3—0—1

d. Poll Worker Manuals

Ms. Waxman is in the process of updating the manuals and requested any updates before the next meeting.

3. Commissioners' Report

Commissioner King reported that:

- 703 Green Street is a valid address.
- 66 Stearns St is NOT a valid address.

Commissioner Harris reported that:

- She has completed 3 site assessments with the Disability Commission
- Harvard Law School is working towards putting on an event about the municipal election.

IV. ACTION AGENDA

Old Business

Check-Out Table

The Act that extended Early Voting by Mail and In-person also allows for the removal of the check-out table. Discussion focused on the benefits to social distancing and voter flow.

Motion: To approve the elimination of the Check-Out Table for the Municipal Election.

Moved: Commissioner Harris

Seconded: Commissioner King

Roll Call

Commissioner Ward Absent

Commissioner Harris Yea

Commissioner King Yea

Commissioner Marquardt Yea

Passed: 3—0—1

Public Outreach

Commissioner Harris provided an outline of possible outreach to voters leading up to the Municipal Election. With voting by mail there is a need to reinforce the importance of properly marking your ballot as well as in how to submit your ballot.

The next meeting of the Commission is scheduled for September 1, 2021 at 5:30 pm via Zoom.

Motion: To adjourn the meeting at 6:49 pm

Moved: Commissioner Harris

Seconded: Commissioner King

Roll Call

Commissioner Ward Absent

Commissioner Harris Yea

Commissioner King Yea

Commissioner Marquardt Yea

Passed: 3—0 -- 1

A True Record

Attested by: _____


Charles Marquardt, Secretary