



# 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 3, 2022

Commissioner Marquardt called the meeting to order at 5:30 pm on August 3<sup>rd</sup>, 2022 via Zoom.

#### Roll Call:

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

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

#### I. PUBLIC COMMENT

No public comment

**Motion:** To close Public Comment.

**Moved:** Commissioner Marquardt

**Seconded:** Commissioner King

#### Roll Call:

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

**Passed:** 4 —0

#### II. MINUTES

**Motion:** Minutes of July 7<sup>th</sup>, accepted with corrections.

**Moved:** Commissioner Marquardt

**Seconded:** Commissioner King

#### Roll Call:

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

**III: REPORTS**

**1. Executive Director’s Report**

City Council approved the relocation of polling places and the recommendation to assign police officers. Guide to Ward and Precinct changes were mailed last week. Several commissioners reported they had received it in the mail. Ms. Ford reported she will order 400 more guides to Ward and Precinct changes. Suggested Commissioners hand them out in building or throughout the city. Commissioner Harris reported a compliment from someone who thought the piece was very well done. Ms. Ford is searching for a location for advance removal and processing of ballots. She is meeting at the Senior Center on 8/4/22 to evaluate a room on the first floor because the ballroom is not available. Commissioner King asked about dates needed, Ms. Waxman reported August 29 to September 2. Ms. Ford asked for a drop box pick-up update. All Commissioners indicated it was slow.

**2. Assistant Director’s Report**

- A. Ms. Waxman suggested the commissioners vote on hiring poll workers without regard to party, voter registration or residence status as outlined in her report. Ms. Waxman asked the commissioners if there were vacancies. The answer was yes.

**Motion: There being open positions for poll workers, that the election commission officers may appoint poll workers without regard to political party affiliation, voter registration status, residence, or inclusion on a list from a local party committee**

**Moved:** Commissioner Marquardt

**Seconded** Commissioner Harris

**Roll Call:**

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

**Passed 4-0**

- B. Early voting – Last year we had six workers for this type of election. The question is if the commissioners want to assign someone to the drop box for mail-in ballots. Commissioner Marquardt stated this person is helpful to remind voters to sign their envelopes. Ms. Waxman pointed out it will be easier to distinguish drop boxes because the envelopes are different colors. This is also included in the powerpoint presentation.

Commissioner King asked if the envelopes is landscape. Ms. Waxman wasn’t sure. Commissioner Marquardt asked if signs can be made for drop boxes at the early voting site. Ms. Waxman said yes. She also stated workers will have the poll pads which would allow voters to know their voting location.

Ms Waxman asked if there are any double precincts that need separate automarks to let her know. Commissioner Harris pointed out in Reservoir Church there is a need for two automark machines.

Election Worker training – Ms. Waxman met with scytl. By August 19<sup>th</sup> PowerPoint slides will be ready. She will try to get the early voting PowerPoint training out sooner. Commissioners will have to send links to workers to do the training.

Ms. Waxman will send emails about assessments to review the questions that will be asked of the workers. She won't submit a sub-precinct training to scytl because it is too new.

Vote by mail update – Approximately 4000 are entered into VRIS and 3148 mailed out and 140 returns. Was told by Secretary of State's office if people are unenrolled to put in for November only. We are not allowed to accept a party request over the phone.

Early voting guide is in the process of getting translated. Aiming to have it ready by August 15<sup>th</sup>. We have branding and our website is being updated.

Commissioner Marquardt asked if we could get stats on use of different languages. Ms. Waxman will check with the IT department to see if that is possible.

Commissioner Harris asked is there any way we can send a postcard to people to remind them to pick a party ballot. Ms. Waxman stated we follow the guidance of the Secretary of States office.

Commissioner Marquardt noted the police location should be changed from left to right on the voter education mailer

Voter referral cards will remain the same this year.

### **Commissioners' Reports**

Commissioner Harris: Reported not a lot of applications from CRLS students. Issue might be student orientation date has changed. Commission Ward will check with Mr. Gehant for clarification.

Commissioner Marquardt: Attended City Council meeting where polling location for 1-1 was approved without being pulled and use of the police at polling location was approved.

Commissioner King: Address update on 7/20/22, 60 Putnam Ave is not a valid address

### **IV. ACTION AGENDA**

#### Communication Plan/Public Outreach

Commissioner Harris thinks the PSA is good to go

Commissioner Harris suggested commissioners write OP Ed pieces to the Chronicle regarding voting

Commissioner Marquardt likes PSA and hopes we can use again. Suggested to check in with PIO before sending out additional information. Suggested converting the press release into an op ed it might be use by the press

Ms. Waxman pointed out Ms. Ford sent out press release

Commissioner King complimented Commissioner Marquardt on a well-done PSA

Commissioner Harris asked if we can we ask for another call for election workers from PIO

Commissioner Harris reported Councilor Simmons working with D. Jillson, President of Harvard Square Business Association to do a commemoration of the centennial of women's suffrage on Aug. 20<sup>th</sup> 12 to 5

Commissioner Marquardt agreed to assist with tabling

Commissioner Marquardt will create QR code to assist voters with where to vote information

Commissioner Harris asked do we want to do any videotaping around training, if so, City TV must know.

Commissioner King asked if we still use the "bare bones essentials." We now use check list

*Old Business*

Election worker update

All commissioners are concerned about not having enough workers

Commissioner King's biggest concern is having enough wardens and clerks

Ms. Waxman reminded if commissioners are using new wardens and clerks that they be paired with someone with experience to help setting up machines go smooth

Commissioner Ward added, a reminder they must do the warden and clerk training on scytl

Commissioner King asked if we could have a machine on hand for training? Specifically, practicing connecting the tabulator

Early voting planning

Make sure Karen knows who's working

Poll location set up will be taken care of by Victor

Commissioner Harris asked if Victor should come to a meeting

Ms. Ford will ask his supervisor if Victor can attend our meeting

Commissioners Ward and Marquardt need to visit 1-1

Poll worker researcher study

Commissioner Marquardt emailed draft proposal from Professor Cobb. He noted we would have the ability to put forth questions just for Cambridge poll workers. Commissioner Harris asked what is the timeline of responding? Commissioner Marquardt will ask Professor Cobb. Commissioner King noted we are too late for September. Marquardt mentioned commissioners can do mailing out to poll workers for the study. Ms. Ford asked if they have a proposal in order to speak with the city solicitor.

**New Business**

None

**Future Meetings**

Aug 10 at 5:30

Aug. 17        TBD

Aug. 24        TBD

Aug. 31        TBD

**Motion:** To adjourn the meeting at 7:01 pm.

**Moved:** Commissioner Marquardt

**Seconded:** Commissioner Harris

**Roll Call:**

Commissioner Larry Ward            Yes

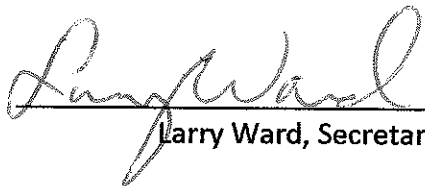
Commissioner Victoria Harris        Yes

Commissioner Ethridge King        Yes

Commissioner Charles Marquardt    Yes

**Passed:** 4-0

A True Record

Attested by:   
Larry Ward, Secretary