



# 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

### ASSISTANT DIRECTOR

Lesley Waxman

## BOARD OF ELECTION COMMISSIONERS MEETING

Minutes of August 8<sup>th</sup>, 2018

The meeting of the Cambridge Election Commission was called to order at 5:00 p.m. at the Election Commission at 51 Inman Street. Present were Commissioner Charles Marquardt, Commissioner Victoria Harris, Commissioner Ethridge King, Commissioner Larry Ward, Executive Director Tanya Ford, Assistant Director Lesley Waxman, and members of the public, Gary Mello.

### I: MINUTES

The Minutes of July 25<sup>th</sup>, 2018 were reviewed and accepted with corrections.

Motion: To approve the Minutes of July 25<sup>th</sup>, 2018 with corrections.

Moved: Commissioner King

Seconded: Commissioner Harris

The Motion passed: 4-0

### II: REPORTS

#### Executive Director's Report

A. Purchased additional voting booths. Note: MXB does not support auto mark machine.

B. State Election, Tuesday, November 6<sup>th</sup>.

#### -Early Voting

-Purchase of seven electronic poll book and accessories (12 label printers and 7 batteries)

-List of early voting site workers for each location

-Household mailings. There will be one mailing prior to October early voting

-Early voting site worker trainings

-2018 Schedule and Locations – Water Plant, Main Library, Police Department and O'Neill Branch

#### 1<sup>st</sup> Week – October 22<sup>nd</sup> to October 27<sup>th</sup>

Monday 12 p.m. to 8 p.m.

Tuesday and Thursday 9 a.m. to 5 p.m.

Wednesday 12 p.m. to 8 p.m.

Friday 9 a.m. to 5 p.m.

Saturday 9 a.m. to 5 p.m.

#### 2<sup>nd</sup> Week – October 29<sup>th</sup> to November 2<sup>nd</sup>

Monday 12 p.m. to 8 p.m.

Tuesday and Thursday 9 a.m. to 5 p.m.

Wednesday 12 p.m. to 8 p.m.  
Friday 9 a.m. to 5 p.m.

A. Lists of Designated Health Care Facilities (R9)

i. **Cadbury Commons, 66 Sherman Street (Brian Bunnell), 868-0575, 10-3/King**

Cambridge Homes, 360 Mount Auburn Street, (Somita Ray/Ann Menzie/Helene Quinn/Annette Brodie Morey) 876-0369, 9-1/King

Neville Center, 640 Concord Avenue, (Krystyn) 497-0600 x.192, 9-2/Ward

Youville House, 1573 Cambridge Street, (Katie Blanchard) 491-8700 x. 112, 9-2/Harris

Neville Place of Cambridge, 650 Concord Avenue, (Sue Bowdridge) 497-8700 x.112, 9-2/Harris

Sancta Maria Nursing, 799 Concored Avenue, (Katie Izadi) 868-2200 x. 2625, 9-2/Marquardt

**Cambridge Rehabilitation & Nursing Center (formerly Vernon Hall Nursing Home, 8 Dana Street, (Elena Ceban) 864-4267 x. 118, 6-2/Marquardt**

Youville Assisted Living, 1571 Cambridge Street, (Ildiko) 491-1234, 6-3/NO RESIDENTS/Ward

**Spaulding Hospital (formerly Youville Hospital) 1575 Cambridge Street, 6-3/Ward**

**NOTE:** Facilities presented in **BOLD** are also polling locations.

Motion: Accept 2018 Health Care Facilities list  
Moved: Commissioner King  
Seconded: Commissioner Harris  
The Motion passed: 4-0

Assistant Director's Report

1. September 4<sup>th</sup>, 2018 Primary:

B. Election Morning and Election Evening checklists (R3)

i. Replace "Barebone Essentials"

Motion: Replace "Barebone Essentials"  
Moved: Commissioner Ward  
Seconded: Commissioner Marquardt  
The Motion passed: 4-0

C. Draft updated Auxiliary Ballot Tally Instructions (R4)

D. Inspector Manuals (R5)

i. Entire section on Ballot Box Inspector role has been updated

Motion: Accept training manual as written  
Moved: Commissioner Ward  
Seconded: Commissioner Marquardt  
The Motion passed: 4-0

E. Warden/Clerk Manuals (R6)

- i. Updated sections are highlighted
- ii. Sections B4: new supply bag instead of supplies in ballot box
- iii. Sections B11 – B14: wording is from LHS training
- iv. Sections B13: should password be printed in manual?
- v. Section B14: second zero tape to clerk sheet envelop instead of staying attached to the printer
- vi. C23 – C26: all new ballot messages and jam procedures

Motion: Accept Warden/Clerk manual as written  
Moved: Commissioner King  
Seconded: Commissioner Harris  
The Motion passed: 4-0

F. Inspector Powerpoint (R7)

- ii. All the slides about the ballot boxes are new

Motion: Accept Inspection manual as written  
Moved: Commissioner Ward  
Seconded: Commissioner Harris  
The Motion passed: 4-0

G. Warden/Clerk Powerpoint (R8)

- iii. LHS presentation at beginning will cover opening/closing the scanner and all of the scanner messages

Motion: Accept Warden/Clerk Powerpoint presentation  
Moved: Commissioner Marquardt  
Seconded: Commissioner King  
The Motion passed: 4-0

Commissioner Reports

Commissioner King reported 46 Bank Street is an incorrect voting address.  
Commissioner Harris reported 138 Coolidge Hill is not a valid voting address.

III: PUBLIC COMMENT

Mr. Mello submitted a written statement.

IV: ACTION AGENDA

Old Business

2018 State Primary, Tuesday, September 4<sup>th</sup>  
-Extended Office Hours, Friday, August 31<sup>st</sup>, 5:00 p.m.

New Business

Voter Registration Sessions

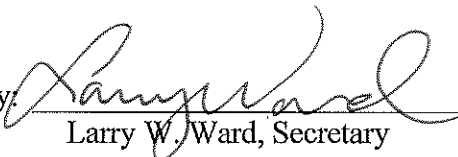
- Parking Day, Friday, September 21st, 8:00 a.m. – 6:00 p.m. Ideas are needed for a theme for the Election Commission space.
- National Voter Registration Day, Tuesday, September 25<sup>th</sup>
- Ballot packing for the September primary will take place on August 31<sup>st</sup>, at 51 Inman Street at the Election Commission and will be attended by Commissioners Marquardt and Harris.
- Test Deck testing will take place August 28<sup>th</sup>, at 9 a.m. at 51 Inman Street at the Election Commission.

Commissioner Ward will inquire about registering students at Cambridge Rindge & Latin High School on National Voter Registration Day on Tuesday, September 25<sup>th</sup>.

A meeting was scheduled for August 22<sup>nd</sup>, 2018, at 5:30 p.m. at 51 Inman Street at the Election Commission.

Motion: To adjourn the meeting at 5:50 p.m.  
Moved: Commissioner Ward  
Seconded: Commissioner Harris  
The Motion passed: 4-0

True Record

Attested by:   
Larry W. Ward, Secretary