



CITY OF CAMBRIDGE

BOARD OF ELECTION COMMISSIONERS

51 Inman Street, Cambridge, Massachusetts 02139-1732 • Telephone 617-349-4361 • TTY: 617-492-0235
Fax: 617-349-4366 • Email: Elections2@cambridgema.gov • Website: www.cambridgema.gov/election

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 September 30, 2020

The Vice-Chair called the meeting to order at 5:31 pm on September 30, 2020 via Zoom.

Roll Call:

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

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

I: MINUTES

Motion: To approve the Minutes of September 23, 2020 with corrections to formatting of document

Moved: Commissioner Marquardt

Seconded: Commissioner Ward

Roll Call

Commissioner King	Absent
Commissioner Marquardt	Yea
Commissioner Ward	Yea
Commissioner Harris	Yea
Passed:	3—0

Commissioner King joined the meeting at 5:34 pm.

II: REPORTS

1, Executive Director's Report (R1)

A. State Elections

Early Voting Locations

Longfellow Community School - 359 Broadway

- Classrooms available for use for early voting (R3)

Cambridge Water Department- 250 Fresh Pond Parkway

Valente Library - 826 Cambridge Street, Side Entrance on Berkshire Street

Ms. Ford-Crump began with a review of the classroom options available for early voting at the Longfellow School. Two of the three classrooms are connected. The group discussed the advantages of each option. Commissioner Ward asked whether someone could review the rooms before making a final decision. It was agreed that, since the building was already confirmed, that a follow-up visit to the site to further determine which would be the more suitable location. Commissioner Ward would work with Vedad Konjic of the CPSD Facilities Department to arrange an appointment. Commissioner Ward also stated that he would be happy to hire and supervise for this early voting

location.

The motion to approve the early voting schedule and locations as outlined in the attachment **(R2)** was discussed. Commissioner Marquardt asked whether we needed to state that the Election Commission office would not function as an early voting location in the motion. Commissioner Harris also asked whether we needed to reference the appropriate section in the Code of Mass. Regulations (CMR) in regard to early voting sites. Ms. Ford-Crump stated the Commission did not.

Motion: To designate early voting locations and hours as listed as shown in the report labeled **(R2)**
Moved: Commissioner Marquardt
Seconded: Commissioner Ward

Roll Call

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

2. Assistant Director's Report (R4)

Vote by Mail Application Updates

Ms. Waxman reviewed the data contained in her report. Commissioner Marquardt asked about the plan for mailing, and Ms. Waxman responded that when the office receives the materials they will begin to mail ballot packets. Commissioner Marquardt stated that commissioners are willing to help over the weekend if materials have arrived by then. Ms. Waxman stated that the ballot fulfillment process has been broken down into steps. This will help with task assignments and tracking of work.

On-Line Application System

The Secretary of State's on-line application system is operational, and the office has received applications, although many appear to be duplicates.

Early Voting "Same Day" Registration

Ms. Waxman provided a reminder that there will be a period where persons can apply and vote during the early voting period, although they will be voting provisionally. Commissioner King mentioned that he had been at a panel at which it was stated that the City of Boston would not be allowing voters to apply and then vote provisionally. Ms. Waxman stated that she was unaware of the situation in Boston.

Ms. Waxman stated that this situation would need to be reviewed carefully with workers at the early voting sites, including the initialing and noting of the date on appropriate forms.

Procedures regarding Absentee Voting/Early Voting

Ms. Waxman reviewed the proposed revised procedures regarding those persons voting in person who have requested a mail-in ballot. Commissioner Harris asked whether this was the guidance from the Secretary of State's office, which was confirmed. Commissioner Harris also asked whether there could be additional people on the phones; Ms. Waxman stated that there were only a limited number of phone lines available to the office. Messaging to the public was discussed; Ms. Waxman noted that some voters had contacted the Commission asking that their mail-in ballot requests be deleted.

3. Commissioner Reports

Commissioner King discussed next steps regarding the location of the ballot drop boxes as referenced in the attached letter to the City Manager **(R5)**. It was determined that the

commissioners should vote to adopt the locations, with any additional information being incorporated into the voter guide and other informational materials.

- Motion:** To designate drop box locations in the City as follows:
- O'Neil Library 70 Rindge Avenue
 - City Hall 795 Massachusetts Avenue, rear entrance
 - Maria L. Baldwin School Corner of Oxford and Sacramento Streets
 - Morse School Granite Street
 - Cambridge Police Station 125 6th Street

Moved: Commissioner Marquardt
Seconded: Commissioner King

Roll Call

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

Commissioner King also noted that he was a panelist for an NAACP voter event on September 28. It went well, and local elected officials were also present.

Commissioner Marquardt stated that:

- 415 Massachusetts Ave., #26 was a valid address.
- 186 Hampshire Street, #4 was a valid address.

Commissioner Harris reported on the following:

- She attended a Zoom meeting with representatives of MassVotes and Mass PIRG. She reported on the primary, and members of both organizations offered their assistance to the Commission for the November 3rd election.
- She proposed that the Commission organize a registration voter event for high school students at CRLS. She suggested having students who are currently working at the polls be part of the event, and asked commissioners to let her know if they have any students on their lists. As reported last week, the Equal Democracy Project at Harvard Law School would also be willing to help with organizing an event; they have done some virtual events recently.

III PUBLIC COMMENT

Gary Mello, 324 Franklin Street, stated that the Zoom link was working well. He commented that early voting sites are not open outside of normal working hours, and suggested they be open later in the evening. He also stated that he had recently heard a news report stating that ballots will be arriving to voters the following week.

Motion: To close public comment

Moved: Commissioner King
Seconded: Commissioner Ward

Roll Call

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

IV: ACTION AGENDA

Old Business

2020 State Election, Tuesday, November 3rd

Early Voting Schedule and Locations

The group discussed training for early voting, and manuals being available ahead of the training. It was also proposed that training be done by Zoom; Commissioners King and Harris will work on this.

Commissioner Ward congratulated Ms. Ford-Crump and Ms. Waxman on their work on early voting locations.

Commissioner Harris added her thanks, and also expressed appreciation to Commissioner King for his work with the City Manager in obtaining a central location, the Longfellow School, for early voting.

Commissioner King said that he had again expressed his thanks to the School Committee for their support in providing schools as voting locations, and also thanked Paul Lyle from DPW for his efforts with the drop boxes.

Commissioner Marquardt noted that in-person training for this election will become more difficult; he will not be able to conduct training outdoors as he did with the primary. Commissioner King offered his office conference room, but noted that capacity would be limited to approximately 5 people given COVID guidelines. The group agreed that there may have to be more in-person trainings offered given space limitations.

Commissioner King expressed his thanks to Ms. Waxman for the data provided in her early voting update report.

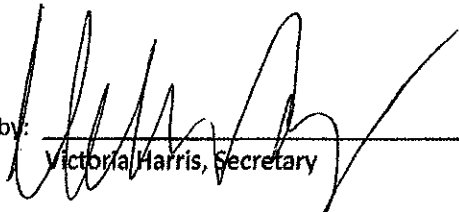
The next meetings will be held on October 7, 2020 at 5:30pm via Zoom

Motion: To adjourn the meeting at 6:33 pm
Moved: Commissioner King
Seconded: Commissioner Ward

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