



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 10, 2022

Commissioner Marquardt called the meeting to order at 5:30 pm on August 10th, 2022 via Zoom.

Roll Call:

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

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 Harris

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 7th, 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

Passed: 4 —0

Motion: Minutes of August 3rd, accepted with corrections.

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

III: REPORTS

1. Executive Director's Report

Verbal report. Looking into if the Cambridge Alert System can be used to get the word out about the polling locations, and ward, and precincts changes. Ms. Ford indicated that the commission may not be able to use the system because it is used for emergencies. She will provide more information after she speaks with Emergency Communications Department and Public Information Office. Commissioner King asked if using this system is to remind people where to vote or, to vote. Ms. Ford responded it was to remind people where to vote. Commissioner King follow up by asking if the system can segment different areas and where to vote. Ms. Ford responded she did not know. She stated that this system is used for emergencies and was told they want to keep it for emergencies. Public Information Office also did not think this was doable. Ms. Ford will update us. She also noted it did not get assigned to anyone by the City Manager at the City Council meeting. Commissioner Harris mentioned that some jurisdictions are using their communications system to let people know when is voting day. She mentioned if it is a possibility to use the system that is used to let people know when street cleaning starts. Commissioner King mentioned that people have to opt into that system to get the notices. Commissioner Harris stated she will ask other jurisdictions what they are doing. Ms. Ford talked with Victor, the election DPW coordinator. He will attend the August 17th virtual meeting at 2:30. Ms. Ford also reported she has a location for advance processing. It will be in the Windsor House which is in the basement of the Senior Center. Still waiting to receive the information on advance processing from the state. She is assuming advance processing will happen the same way it did in 2020. Advanced processing will be done August 29th to September 2nd. Ms. Ford met with the Police department to go over needs for early voting and election day. She also met with Rachael Cobb who forwarded over the election survey discussed previously with Prof. Charles Stewart. Ms. Cobb proposed to do the distribution of survey on September 14th. Commission King asked if we are subject to a random audit after the primary. Ms. Waxman responded that is only for presidential elections.

2. Assistant Director's Report

Verbal report. Early voting by mail update: little over 8,000 ballots have been mailed for the primary; 642 have been returned. Still getting in applications. It is down to the 100's that need to be entered. Poll working trainings are being updated. Ms. Waxman asked commissioners if they are going to review it, please do it quickly so she can get the information to ScydI as soon as possible. ScydI has the training from last election still set up; they replaced last year's PowerPoint with this year's PowerPoint. She pointed out if there are additional questions, feel free to add in "track changes." She reminded commissioners not to accept changes, just make changes and they will appear in different colors. Ms. Waxman mentioned she has sent the early voting, inspector to ScydI, and is working on the general warden and clerk and will do the absentee voting/early voting processing, the write-in, auxiliary tallying, and provisional ballots documents soon. She noted that she will take out COVID protocol because it does

not apply for this election. Ms. Ford stated we are highly recommending face masks. Commission Harris thanked Ms. Waxman and Ms. Ford for all the work they are doing on the training. Also, stated if there any dates information is needed by, to let commissioners know. Commissioner Harris asked if we are checking in with Department of Public Health for any changes between now and September 6th on health protocols. Commissioner Harris also asked if commissioners would have masks for all workers. Ms. Ford responded she has masks and gloves, hand sanitizer and spray for distribution to all the polling places. Commissioner Harris asked if the Disability Commission sent anything for how to best serve people who might need assistance. Commissioner Harris suggested we follow up and seek any guidance they might have that would be helpful for poll workers. Commissioner Marquardt suggested we add "as of August 10th the city is recommending masks, if this should change poll workers will be notified by their commissioner." Another question from Commissioner Marquardt, not for now, but between the primary and before the November election, can data be available so that we can make a graph to predict if ballots were mailed on Monday, we could predict when ballots would be returned. Ms. Waxman said no because people don't send them in when they get them. Ms. Waxman stated we may get a lot in on election day because we won't get any mail on Monday due to it being Labor Day. Because it is a primary, all votes must be counted on election night. She suggested commissioners bring ballots more often to the polls throughout the day so ballots can be counted by machine versus being hand counted at the Senior Center. There is a lot to do at the Senior Center including counting the oversees absentees' ballots. Commissioner Marquardt asked if this discussion to be put on next week's agenda. Commissioner Harris recommend the last pick-up at the election office to be at 6:00 pm. Commissioner King will reach out to the post office to see if a commissioner can pick up mail on Sunday or Monday at the post office. Commissioner Marquardt stated he will deliver ballots as frequently possible on election night because of proximity of his polling locations to the office.

3. Commissioners' Reports

Commissioner Harris: Secretary of State's office has updated their guidance on how we respond to missing information on a voter application. She noted there are approximately 100-150 voters that need to be contacted by phone. Commissioner Ward stated he can help with phone calls. Commissioner King stated phone calling has a low success rate. Suggested the commission create a letter to be mailed to voters. Commissioner Harris noted people can call the office and provide the party ballot they would like to use. Commissioner King asked what percentage of phone numbers Commissioner Harris has. She stated 75% of the cards have phone numbers. Ms. Waxman stated if people get a letter, they can be told to email in their party choice. Commissioner King is concerned about incoming calls. Ms. Waxman pointed out the state said information can be taken over the phone but be sure to write down time and date of call and who in the office took the information. Commissioner King commented that only people who are undesignated or unenrolled should get the mailing. Commission Marquardt suggested we replace phone number or add a line for email on the vote by mail application form.

IV. ACTION AGENDA

Communication Plan/Public Outreach

Commissioner Harris would like help composing a piece to encourage people to get out and vote that can be put into the Chronicle. Commissioner Ward suggested adapting the press release written by Ms. Ford. Commissioner Harris has not heard if the PSA has been distributed. No one in the office knew if it has been distributed. Ms. Ford has pamphlets about ward and precinct changes to be distributed. She will leave them in the back room for commissioners to pick up. Commissioner Harris communicated there is an event in Inman Square and a week from the 12th there is an event at Cambridge Crossing, and on the 20th, and an event for the "centennial for the right for women to

vote." Commissioner Marquardt will request a table from Jason Alves, East Cambridge Business Association. Commissioner Harris can attend all three events. Ms. Ford suggested the using suitcase with commission/voter information.

Old Business

Election worker update

Commissioner Marquardt thanked whom ever got us included in the city updates
Commissioner King asked Commissioner Marquardt about a potential warden. Commissioner Marquardt stated he is waiting for the person to return from Denmark.
Commissioner Harris asked how commissioners are doing with poll worker applications
Commissioner King has gotten 21. Optimistic that he will have enough wardens and clerks. He has a couple of out-of-state students who needs to do in-person paperwork.
Commissioner Ward thanked Commissioner Harris and stated he has hired three people so far.
Commissioner Marquardt commented that some people can't work the day after Labor Day.
Commissioner King did zoom Q&A with potential poll workers last week. Offered to do more if needed.
Ms. Waxman asked if commissioners are following up with everyone who applying. Commissioner Harris stated she follows up with applicants and let them know that a commissioner will contact them.
Commissioner Marquardt has contacted all but two. One is a bad email.

Early voting planning

Commission King asked Commissioner Harris if he needs to do the paperwork for one of them who hasn't work since COVID. The other person is new and needs paperwork. Commissioner King stated he would handle it.
Commissioner Marquardt thanked Ms. Waxman for making the early voting training easy to follow.

New Business

None

Future Meetings

August 17th, at 2:30

August 24th, at 5:30

August 31st, at 2:30

Motion: To adjourn the meeting at 6:47 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