



# 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 October 28, 2020

The Chair called the meeting to order at 2:32 pm on October 28, 2020 via Zoom.

#### Roll Call:

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

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

#### I: MINUTES

**Motion:** To approve the Minutes of October 21, 2020.

Moved: Commissioner King

Seconded: Commissioner Ward

#### Roll Call

Commissioner King	Yea
Commissioner Marquardt	Absent
Commissioner Ward	Yea
Commissioner Harris	Yea

**Passed:** 3—0

Commissioner Marquardt joined the meeting at approximately 2:40 pm.

#### II: REPORTS

##### 1.Executive Director's Report (R1)

###### *Enhanced Security of Drop Boxes*

Ms. Ford-Crump reviewed chain of custody forms and asked that they be left with ballots delivered. She reviewed the advisories from the Secretary of State's office regarding additional measures regarding drop box security **(R2)** and recommendations regarding Halloween **(R3)**. Drop boxes will now be open from 7 am - 8pm, and will be closed at 5 pm on October 31.

###### *Advance Processing*

Advance processing went well, with 7181 ballots processed to date. On Friday, 10/30, the advance depositing of ballots will begin.

###### *Early Ballot application deadline*

The deadline for applying for an early ballot is 5 pm on October 28. All drop boxes will need to be staffed at this time in order to collect all applications by the deadline.

#### *Other updates*

Senator Elizabeth Warren plans to deposit her mail-in ballot at the drop box at the Water Department drop box on Thursday, October 29 at approximately 10:45 am. There will be media present, and Commissioner Harris will work to develop a plan regarding the process.

### **2. Assistant Director's Report (R3)**

#### *EV Deadline*

Ms. Waxman also reviewed the deadline for early voting ballot applications.

#### *Training update*

Ms. Waxman stated that reports were available to check poll worker progress. Commissioner Harris asked whether commissioners had access to courses. Ms. Waxman said they did.

#### *Election Advisory (R4)*

Ms. Waxman reviewed the policy regarding post-election counting preparation. There is some further clarification needed regarding "continuous session" in the document. She discussed personnel needs and the assignment of a police officer during the process. The counting process will not commence until after November 6, 2020. Ballots received will be checked into VRIS from 11/4 - 11/6.

#### *Update*

As of 10/27 at 7:30 pm approximately 34,000 ballots were returned (including 11,182 in person early voted ballots and some email ballots and overseas ballot).

There was discussion regarding space and personnel for sorting of ballots into street order for each precinct. Commissioner Harris stated that she would like to hire people to assist with this, and per Ms. Ford-Crump's request, will submit a list of names of potential workers.

### **3. Commissioner Reports**

Commissioner Ward provided the following report:

- The address researched on Columbia Street is not a valid address.
- He participated in a Zoom meeting regarding elections and voting.
- He conducted 2 in-person inspector trainings on 10/22 and 10/26/2020.
- He assisted with voting at the Spaulding Rehabilitation facility.

Commissioner Marquardt stated the following:

- 69 Bishop Allen Drive is not a valid address.
- 349 Broadway is not a valid address.

Commissioner King provided the following report:

- 1316 Mass. Avenue is not a valid address.
- 4 Storey Street is not a valid address.
- He conducted assisted voting at the Cambridge Homes facility.

Commissioner Harris reported on the following:

- She participated in a voter registration event for CRLS students on Thursday, October 22, 2020 with Commissioner King
- She dropped off ballots to residents at Neville Place and Neville Center on Monday, 10/26, and will pick up completed ballots at the end of the week.

### **III PUBLIC COMMENT**

John Hawkinson asked whether spreadsheet data regarding drop box numbers would be available.

Commissioner King said that he is updating the information on his forms, and asked Mr. Hawkinson to follow up with him.

**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*

*Zoom Sessions*

These will be scheduled on 10/31 and 11/1 to allow workers to complete the on-line training first before participating. They will be held at 10 am and 2 pm on both 10/31 and 11/1/2020.

*Delivery of supplies*

Commissioner Harris discussed the importance of getting supplies to poll workers between 6 - 6:15 am on election morning in order to give the precinct teams enough time to set up. Ms. Ford-Crump said that police officers have been notified of when they need to report. Commissioner Harris offered to bring supplies to a central location in her precinct area for wardens or clerks to pick up if that would make things easier for all.

*Other updates*

The group discussed the issue of voter intimidation and the ways to provide guidance to poll workers should this occur on November 3. They also discussed the ordering/sorting of the check-in list and the early voting and absentee voting lists, and the possibility of sorting the two in the same way.

*New Business*

**The next meetings of the Commission will be held on Tuesday, November 3 at 10:00 pm via Zoom, and Friday, November 13, 2020 at 2:00 pm at 51 Inman Street.**

**Motion:** To adjourn the meeting at 3:34 pm

Moved: Commissioner King

Seconded: Commissioner Ward

**Roll Call**

Commissioner Marquardt Yea

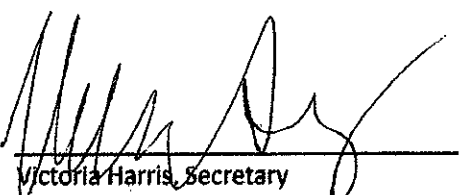
Commissioner Harris Yea

Commissioner Ward Yea

Commissioner King Yea

**Passed:** 4—0

A True Record

Attested by:   
Victoria Harris, Secretary