



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

ASSISTANT DIRECTOR
Lesley Waxman

BOARD OF ELECTION COMMISSIONERS MEETING Minutes of September 18, 2019

The Chair called to order the Hearing of Statement of Financial Interest non-filer at 5:30pm on September 18, 2019 at 51 Inman Street. Present were Commissioner Victoria Harris, Commissioner Charles Marquardt, Commissioner Larry Ward, Commissioner Ethridge King, Executive Director Tanya Ford, Assistant Director Lesley Waxman, and a member of the public.

A formal notice of Hearing was sent to Maximilian Frank via USPS certified mail on Sept 3. Mr. Frank completed his Statement of Financial Interest form On Sept 6. The Assistant Director sent Mr. Frank an email on September 6, informing him he no longer had to appear.

SFI Hearing adjourn at 5:33

Motion: Close the SFI Hearing

Moved: Commissioner Harris

Second: Commissioner Marquardt

Passed: 4—0

A True Record

Attested by: _____

Ethridge King, Secretary



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BOARD OF ELECTION COMMISSIONERS MEETING Minutes of September 18, 2019

The Chair called to order the meeting of the Cambridge Election Commission at 5:35pm on September 18, 2019 at 51 Inman Street. Present were Commissioner Victoria Harris, Commissioner Charles Marquardt, Commissioner Larry Ward, Commissioner Ethridge King, Executive Director Tanya Ford, Assistant Director Lesley Waxman, and a member of the public.

The Minutes of September 4, 2019 were reviewed and accepted with corrections

Motion: To approve the Minutes of September 18, 2019 with corrections

Moved: Commissioner Harris

Seconded: Commissioner King

Passed: 4-0

II: REPORTS

Executive Director's Report – R1

The Executive Director recommended two changes to the election night procedures to help speed up the tabulation process.

Recommendation 1

After the Polls close procedures: The Commissioners physically goes to each precinct that they supervise, remove the seals from the scanners, take the memory cards, put them in small manila envelopes, and deliver all eight memory cards to the tabulation center (AKA The Senior Center).

Change to this procedure: Commissioners will be assigned to six (not eight) polling locations, these routes will be the same routes that the DPW workers and Police Officers use to collect the ballot boxes and scanners. Each Commissioner, plus the Executive Director and an employee from the Election Office, will be assigned a route (within each route, the polling locations will be geographically close to each other) each person will collect six memory cards and deliver them to the Tabulation Center.

The Executive Director will send an email to the Commissioners with the routes. The Board will discuss and make a Motion to approve at our next meeting, scheduled on October 2.

Recommendation II

After the polls close procedures: The Warden/Clerk runs two tapes after the polls close that shows all the number one votes each candidate receives. One tape is brought back to the Tabulation Center for the Auditor and the other is posted on the wall of the Polling Location for the public to view.

change to this procedure: The Warden/Clerk will now run three tapes. The Commissioners will pick up one of these tapes when they pick up the memory cards. All 34 tapes will posted on a wall at the Tabulation Center for the public to view.

Parking Day Event. The Executive Director will mock up ballots for this event. The Chair, Commissioner Harris, will bring Mum plants that Commissioner Marquardt will provide. The Election Commission voter registration staff will be located at space #23.

Commissioner Ward conducted an onsite visit of Ward 3, Precinct 1, located at the new Valente Library.

Motion: Approve the relocation of Ward 3, Precinct 1, from the Friscoli Center to the Valente Library

Moved: Commissioner Harris

Seconded: Commissioner Marquardt

Passed: 4—0

Motion: Approve the City of Cambridge Polling Precincts location list—R2

Moved: Commissioner Harris

Seconded: Commissioner Ward

Passed: 4—0

The Assistant Director will send an email to all the candidates informing them of the new polling location at The Valente Library.

The Executive Director reported that she plans to lease five additional scanners (voting machines) from LHS to double up the scanning capacity at our five busiest precincts. The reason for this prudent decision, is that each ballot takes an average of 11 seconds each to process which could create a huge bottleneck.

Assistant Director's Report – R2

The Assistant Director reported that she created a card for the Poll workers to give to voters at the Check-in table. This card will specify the issue the voter has, so that the Warden/Clerk will not have to rely on the voter to explain.

The Assistant Director will add an additional copy of the voter list for the Warden/Clerk. This new procedure was suggested by Warden/Clerks in their post-election feedback (R—4).

The Assistant Director will make the following change to Election Morning Checklist and the Evening Checklist. Change the wording "two printer tapes printed" to "three printer tapes printed".

The Assistant Director made a change to the Hand Count Tabulation Form wording.

The current text is: "Upon consideration, the following Election Commissioners, who have initial below, constituting a majority, of the Board of Election Commissioners of the City of Cambridge, vote ___ to ___ that the attached ballot is to interpreted as appears heron."

Motion: Remove the current text:

Moved Commissioner Harris

Seconded Commissioner Marquardt

Passed: 4—0

The new text will read: "Upon consideration, members of the Board of election Commissioners, of the City of Cambridge, vote ___ to ___ that the attached ballot is to interpreted as appears heron."

Motion: Add the new text:

Moved Commissioner Harris

Seconded: Commissioner Marquardt

Passed: 4—0

III COMMISSIONERS REPORTS

As noted above, Commissioner Ward reported that he visited the Valente Library, Ward 3, Precinct 1 to inspect the readiness for the November election.

Commissioner King reported that he and Commissioner Harris attended the Image Cast Demonstration, that was conducted at 51 Inman Street, for the Secretary of State office on September 5. This demonstration is part of the Secretary of State certification process.

Commissioner Harris, reported that she met with Jason Weeks on September 5, to discuss activities for the Women's Centennial event.

Commissioner Harris shared two upcoming events:

- o September 25, Claiming our seats event to be held at the Main library
- o October 29, Dream big event presented by Rachel Cobb and Lawrence Lesig

IV: PUBLIC COMMENT

In attendance: Gary Mello, Jeremy Guerin

ACTION AGENDA – None

Old Business – None

The Board will hold a Voter Registration Hearing on October 2, 2019 at 5:35 pm

Next meeting will be held on October 2, 2019 at 5:30 PM at 51 Inman Street

Motion: To adjourn the meeting at 7:03 PM

Moved: Commissioner Harris

Seconded: Commissioner Marquardt

Passed: 4—0

A True Record

Attested by: _____



Ethridge King, Secretary