



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 July 1, 2020

The Chair called the meeting to order at 5:30 pm on July 1, 2020 via Zoom. Present were Commissioner Ethridge King, Commissioner Charles Marquardt, Commissioner Larry Ward, Commissioner Victoria Harris, Executive Director Tanya Ford-Crump and Assistant Director Lesley Waxman.

I: MINUTES

Motion: To approve the Minutes of June 24, 2020, with corrections

Moved: Commissioner King
Seconded: Commissioner Ward

Roll Call

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

Passed: 4—0

II: REPORTS

1. Executive Director's Report - R1 (Please see attachments)

State Primary, September 1, 2020

Ms. Ford-Crump stated that she had met with the City's Veterans Services Department and discussed working with their office to seek poll workers for the upcoming election. The Department mentioned the possible use of the VFW Hall for an alternate precinct location for Ward 9, Precinct 3, but the matter would require further consideration.

Ms. Ford-Crump also proposed developing a public service announcement (PSA) or powerpoint presentation to help with hiring election workers. Commissioner Harris mentioned that in an initial conversation with CCTV, staff would be open to helping with this type of media effort. Commissioner King stated that he would be willing to film a short piece.

Regarding on-line training, Ms. Ford-Crump stated that she and Ms. Waxman have had initial discussions with the City's IT Department as to how to develop a system for poll workers to use which would employ a training module/quiz format. LHS will be able to provide some materials to assist with on-line training. Ms. Ford-Crump also mentioned that she had cancelled all in-person sessions at the Senior Center.

Ms. Ford Crump reviewed the proposed safety recommendations (R2) for polling places that she has forwarded to the City Manager and City Solicitor for review. Commissioner Marquardt commented that in addition to face shields, face masks should also be worn by workers. Ms. Ford-Crump said that masks had been added to the list of personal protective equipment (PPE).

Ms. Ford-Crump stated that she and Commissioner Harris will be meeting with staff at the National Guard Armory (site of Ward 9 Precinct 2) on July 14 at 10 am.

Access to Office

Ms. Ford-Crump stated that the Commission office is open for appointments with the public on Mondays and Wednesdays from 8:30 am - 4:30 pm, and beginning Friday, July 17, the office will also be open on Fridays from 8:30 am - 12:00 noon. Appointments are usually booked in half-hour increments.

Commissioner Harris asked if Ms. Ford-Crump could schedule some dates for in-person training for those workers who may not have computer/internet access.

2. Assistant Director's Report – R3

Statement of Financial Interest (SFI)

Ms. Waxman reported that there are currently 14 people who are delinquent in filing their reports, down from 26 as of June 24. She stated that she would send follow-up notices to these individuals before sending a memo to the City Manager.

Election Worker Recruitment Flyer (R4)

Ms. Waxman developed an election worker recruitment flyer, which has already been shared with the Veterans Services Department, and which will be sent to Cambridge Housing Authority (CHA) sites. She also stated that she would share it with the Harvard Votes Project. The group discussed other organizations in the City that could help with the hiring of poll workers.

There was a brief discussion regarding the status of the Commission's request to the School Committee to use schools as polling places for the fall election. Following up on the June 5th meeting of the School Committee's Buildings and Grounds sub-committee, Ms. Ford-Crump will continue to be in communication with Jim Maloney, the School Department's chief operating officer, to review the buildings on the Commission list. Commissioner Marquardt stated that he had also followed up with a school committee member about the Commission's need for space.

Update from the Secretary of the Commonwealth

Ms. Waxman provided a status update from Michelle Tassinari of Secretary Galvin's office regarding legislation which is awaiting a vote in the Senate before being sent to Governor Baker. All registered voters are due to be mailed a ballot application on July 15. The office has not received ballot applications yet for any person who registers to vote after July 1; the legislation requires that with registration verification notices all local election offices must also send the newly-registered voter a ballot application for the primary.

Ms. Waxman stated that there also will be an early voting period for the primary from August 22 - 28, 2020. Saturday and Sunday hours will be required. The Commission will need to decide upon early voting locations. Ms. Waxman mentioned that the State will be paying for postage on the business reply envelopes sent in the mailing on July 15, and also for the postage on all ballots returned to election offices.

Once the legislation is signed, the Secretary of the Commonwealth's office will be providing additional updates.

Discussion followed regarding the use of drop boxes for returning ballots. Ms. Ford-Crump said that there will be a drop box located outside the Commission's office at 51 Inman Street. It will need to be handicap-accessible, and she stated that commissioners may be called upon to empty the box at night and on the weekends. There will be additional information forthcoming regarding the monitoring and securing of the box and its contents.

3. Commissioner Reports

Commissioner Harris reported that she had spoken with Sean Effel of CCTV regarding voter outreach and education. There are opportunities for collaboration, and Ms. Harris stated that she would be forwarding the Commission a proposed communications plan. She reported on potential polling sites for Ward 9 Precinct 1 and Ward 11 Precinct 1, and is scheduled to hear back next week about whether these will be options for the fall.

Ms. Harris stated that she has spoken with Paddy McGuire, who was Oregon Deputy Secretary of State, and who managed the first in the nation all vote-by-mail general election in 2000. He is currently the auditor for Mason County, Washington, which also does vote-by-mail elections. He has offered his assistance to the Commission in preparing for an increase in voters choosing to vote by mail.

Commissioner Marquardt stated that he is reaching out to the Cambridge Community Center to see if they would consider hosting a polling location for Ward 4 Precinct 1. He is also looking for a location for Ward 6 Precinct 2, and a recommendation was made to contact Jose Mateo Ballet Theatre.

Commissioner Ward stated that he is working with Allan Gehant at Cambridge Rindge and Latin School regarding recruitment of student workers for the polls during the fall elections.

Commissioner King reported on efforts to find polling sites, including locating a venue on the Harvard campus that could accommodate 3 precincts that normally experience low-turnout. Malkin Athletic Center is a possibility, and he will reach out to Tom Lucey with the University's Government Affairs/Community Relations Department.

III: PUBLIC COMMENT

John Hawkinson provided public comment regarding regulations concerning the use of surveillance cameras and also on the recently implemented shared streets initiatives.

V: ACTION AGENDA

Commissioner King recommended that the commissioners work together on key issues. Two main areas he proposed focusing on include polling sites and voter outreach efforts. Commissioner Harris stated that she would work on outreach efforts, and Commissioner King stated that he would also focus on that topic.

Commissioner Marquardt proposed working on contingency planning for both the commissioners and office staff workloads. He also recommended that the Commission be in touch with Claude Jacob, the City's chief public health officer, regarding implementation of COVID guidelines. For future meetings he suggested including discussion of vote-by-mail and questions that will be on the November ballot.

Next meeting will be held on July 8, at 5:30pm via Zoom

Motion: To adjourn the meeting at 7:04 pm
Moved: Commissioner King
Seconded: Commissioner Harris

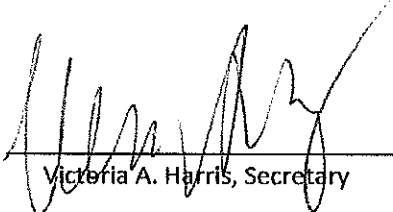
Roll Call

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

Passed: 4—0

A True Record

Attested by:


Victoria A. Harris, Secretary