



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 28, 2020

The Chair called the meeting to order at 5:33 pm on July 28, 2020 via Zoom.

Roll Call:

Commissioner Ethridge King	Present
Commissioner Charles Marquardt	Present
Commissioner Larry Ward	Absent
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 July 22, 2020, with corrections

Moved: Commissioner King

Seconded: Commissioner Marquardt

Roll Call

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

Passed: 3—0

II: REPORTS

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

A. *State Primary, September 1, 2020*

Ms. Ford-Crump provided updates on the following:

- Poll worker training agreement - Ms. Waxman will continue working with SCYTL to finalize materials for poll worker trainings.
- Early Voting
 - Election Commission Office and City Hall may not be suitable locations.
 - The Valente Library is being looked at as a location.
 - The Water Department/Plant is confirmed for early voting.
 - The Commission will look at the Moore Youth Center, and other youth centers in the City as possible locations.
 - City administration is aware of the possible reduction in the number of early voting sites; any locations will be spaced across the City.
- Haggerty School - accessible entrance will be moved to Lawn Street; DPW will make a curb cut for wheelchair access

B. *Poll Worker Recruitment*

Ms. Ford-Crump and Ms. Waxman met with City administration regarding the video, and were advised about editing that needed to be completed before it can be aired. City administration also advised on steps moving forward with any communications regarding future PSAs.

C. *Surveillance Technology Impact Report*

Ms. Ford-Crump stated that:

- The City Council approved use of the poll pads at its meeting on July 27, 2020
- The Commission is still awaiting updates from the Secretary of State’s office on use of the poll pads at the September 1st primary election and the November 3rd general election

Draft Recommendation to Temporarily Relocate Polling Sites in Response to COVID 19 - R2

Ms. Ford-Crump asked the commissioners for any comments regarding the report, which will be reviewed and voted upon at the City Council meeting on August 3, 2020. Commissioner Marquardt asked that language be added to Ward 6 Precinct 3 section which would indicate that the original site (Spaulding Hospital) is unavailable due to COVID 19 restrictions.

Commissioner Ward joined the meeting at 5:55 pm.

Motion: Per Section 11 of Chapter 115 of the Acts of 2020, to respectfully submit the Draft Recommendation to Temporarily Relocate Polling Sites in Response to COVID 19 to the City Council for review and determination.

Moved: Commissioner King

Seconded: Commissioner Marquardt

Roll Call

Commissioner King Yea

Commissioner Marquardt Yea

Commissioner Ward Yea

Commissioner Harris Yea

Passed: 4—0

Ms. Ford-Crump will forward the report to the City Council so it may be posted publicly in accordance with regulation. Ms. Ford-Crump, Commissioner King, and Commissioner Harris will attend the Council meeting.

Commissioner Harris will develop a draft protocol for developing PSAs and other media materials for the Commission to review at a future meeting.

2. Assistant Director’s Report – R3

Election Worker Recruitment Update

- Ms. Waxman stated that the office has received a number of applications; some may be coming from the connections made with the Veterans Dept. earlier in the summer, while other applicants may be motivated by news that some poll workers are in a higher risk category with respect to COVID, and may not be able to work.
- She asked the commissioners to update their worker lists.
- Commissioner Marquardt stated he had sent applications to the City’s business associations and some of the larger biotech firms in the area.
- Commissioner Ward mentioned that existing workers are still concerned with exposure to the coronavirus, and may still be hesitant to make a commitment.

Clerk Sheet

Ms. Waxman reviewed the revised clerk sheet for the fall elections. The group discussed the following:

- Inspector roles - a recommendation was made to leave one space on the sheet as "inspector" with detail to be added at precinct.
- Ballot box voter assistance and incorporation of 6-foot distancing.
- Set-up of tables, equipment at site, distribution of "I Voted" stickers.

Election Worker Training

Ms. Waxman made the following comments:

- Any internet device will work in completing the training; workers will also need a browser.
- Workers will need to provide an email address to the office so they can be connected to the training.
- For those who don't have email, in-person sessions will be offered.
- A potential challenge for the training is whether poll pads will be able to be used on election day.
 - The group briefly discussed impact on precinct set-up if poll pads, versus paper listings, are used.
- Ms. Waxman asked that the commissioners send any special request re chairs, tables as soon as possible.
- A change in procedure regarding the use of scanner message cards was considered.

The group discussed the following with respect to the on-line training:

- Concerns about tracking whether workers have completed training. Ms. Waxman stated that SCYTL's program will require a login, which commissioners can check. The training will also have questions that need to be answered at the end of modules.
- Commissioner Marquardt recommended Zoom meetings with commissioners as an additional support for workers.
- Ms. Waxman mentioned that SCYTL also allows workers to review modules more than once.
- Commissioner King suggested that commissioners develop specialized training on certain skill sets - tallying as an example.

Training for Early Voting was addressed briefly. Ms. Waxman stated that it shouldn't differ this year than that from previous years.

Commissioner Marquardt asked about the number of ballot applications received. Ms. Waxman estimated there were approximately 1500 to date. The group discussed the need for outreach efforts re vote by mail.

Commissioner Reports

Commissioner Ward stated that 47 Seventh Street is not a valid address.

Commissioner Marquardt stated that he had reached out to his Designated Health Care Facilities, and is waiting to hear back from them with respect to voting in the primary.

Commissioner King reported that the use of Gund Hall at Harvard University has been approved. He has thanked Tom Lucey and Trevor O'Brien at Harvard for their assistance. He also spoke to a report from the *Boston Herald* about poll worker recruitment.

Commissioner Harris provided a written report R4

- She proposed the idea of having additional drop boxes in response to challenges the US Postal Service was experiencing in delivering mail. She reviewed possible locations, which included firehouses in the City. Ms. Ford-Crump stated that approval would need to be received from the Fire Department and Public Works, and that bidding procedures may need to be followed. Commissioner Harris recommended further discussion so that all are in agreement going forward.

The group discussed a communications effort for the upcoming elections, which would heavily promote vote by mail. Commissioner King suggested that two of the Commissioners, the Executive Director and Assistant Director meet with the City Manager to review this, drop boxes and other important items.

III. PUBLIC COMMENT

There was none.

Motion: To close public comment

Moved: Commissioner King

Seconded: Commissioner Marquardt

Roll Call

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

IV: ACTION AGENDA

Old Business

Recruitment of workers for early ballot processing work was discussed. Regulations from the State still have not been received.

New Business

- Commissioner Marquardt proposed a meeting with the Cambridge Postmaster to discuss the increase in mail service in the primary and general elections.
 - Commissioner Harris suggested inviting her to a Commission meeting as part of the agenda.
 - Commissioner Marquardt will contact the Postmaster

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

Motion: To adjourn the meeting at 7:12 pm

Moved: Commissioner King

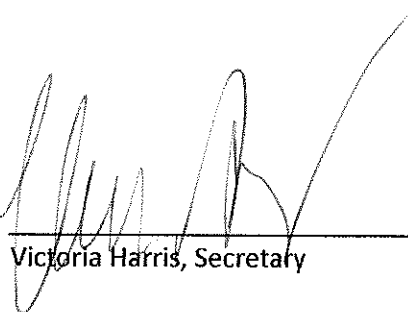
Seconded: Commissioner Ward

Roll Call

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

True Record

Attested by:



Victoria Harris, Secretary