



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 21 , 2020

The Chair called the meeting to order at 2:32 pm on October 21, 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 14, 2020 with corrections

Moved: Commissioner King

Seconded: Commissioner Ward

Roll Call

Commissioner King	Yea
Commissioner Marquardt	Absent
Commissioner Ward	Yea
Commissioner Harris	Yea
Passed:	3—0

II: REPORTS

1.Executive Director's Report (R1)

Enhanced Security of Drop Boxes

Ms. Ford-Crump reviewed the 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.

The group discussed staffing for the early processing. Ms. Ford-Crump will be there every day, and either Commissioner King or Marquardt will also be present. There will be a police officer assigned to the Senior Center each day, and also overnight while the ballots are stored there.

Other updates

The office has received a postage meter machine over the weekend. An electric envelope opener

will also be purchased at some point, but due to space limitations at the Commission office it is not feasible to have one now. Commissioner Marquardt mentioned that there should be better envelope openers available for pre-processing the week of October 26th.

Public Comment Policy

Ms. Ford-Crump asked about the status of the public comment policy. The commissioners decided to table discussion for now, and would take up the matter after the November election.

Commissioner Marquardt joined the meeting at approximately 2:45 pm.

2. Assistant Director's Report

Training/Scytl

Ms. Waxman reported that she has been working with Scytl on assessment review, and will be sending them revisions on October 21. There will be a separate module covering Absentee and Early Voted ballots. She stated that Scytl will be sent a new list of email addresses since the system will be re-set. She asked that if new workers are being added since worker lists were last sent to the office, that both she and Karen Francis be notified so worker info may be sent to Scytl.

Manuals

Manuals have been printed and are being sent to poll workers.

Updates - Early Voting

As of 2:54 pm, 5,824 persons had voted early in-person at the 3 City locations.

3. Commissioner Reports

Commissioner Marquardt stated the following:

- 31 Oakland Street is a valid address.
- 12 Callendar Street, #114 is not a valid address.

Commissioner Ward provided the following report:

- In-person trainings for the November 3, 2020 election will be held from 5:30 - 7:00 pm on Thursday, October 22, and Monday, October 26. There will be a maximum of 15 people allowed at each training. Commissioner Ward asked that commissioners send him a list of people who will be attending the training so he can have materials ready.

Commissioner King asked Commissioner Marquardt to lead the meeting temporarily at 2:52 pm.

Commissioner Harris reported on the following:

- She participated in an event sponsored by the Harvard Law School ACLU chapter on voter intimidation on Thursday, 14, 2020.
- A voter registration event for CRLS students will be held on Thursday, October 22 from 6:30 - 7:30 pm. She and Commissioner King will attend.
- She has scheduled assisted voting with Neville Center and Neville Place the week of October 26th.
- She has had a request from a journalism student to interview a poll worker. This can be discussed later during the meeting
- She stated that she will check in regarding COVID testing for workers. The group will also discuss this later in the meeting.
- She asked whether the commissioners should develop a contingency plan in case one of them will not be able to work on November 3, which can be discussed under the Action Agenda.

- As with the primary, she recommended scheduling 2 sessions each for both wardens and clerks, and for inspectors the weekend before the election. This also will be discussed later in the meeting.

Commissioner King returned to the meeting at 3:03 pm.

Commissioner King reported that 70 Divinity Avenue is not a valid address.

III PUBLIC COMMENT

There was no public comment.

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

2020 State Election, Tuesday, November 3rd

New Business

Contingency Plans

The group discussed a contingency plan for commissioners in case one is not able to work on Election Day. They decided that it would be best to address this in broad strokes, and should the need arise, a plan to provide coverage to precincts can be developed the day of.

Public Health/COVID

Commissioner Harris will look into this to obtain additional information.

Zoom Sessions

These will be scheduled on 10/31 and 11/1 to allow workers to complete the on-line training first before participating.

Poll Worker Interview Request

Commissioner Harris stated that she had a poll worker in mind for this interview request, but asked her fellow commissioners if they had any suggestions. Commissioner Ward stated that he had someone who also may be a good fit. It was recommended that Commissioner Harris be on the call as well.

Valente Library - Early Voting

There have been some issues with the glue sticks used to seal envelopes at the Valente Library early voting site.

The next meeting of the Commission will be held on Wednesday, October 28 at 2:30 pm via Zoom.

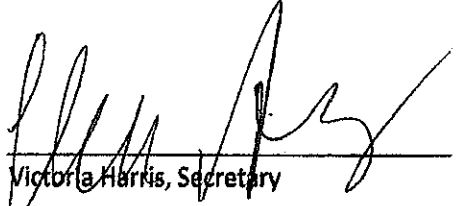
Motion: To adjourn the meeting at 3:20 pm
Moved: Commissioner King
Seconded: Commissioner Marquardt

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