



CITY OF CAMBRIDGE

BOARD OF ELECTION COMMISSIONERS

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COMMISSIONERS

Ethridge A. King, Jr.
Larry W. Ward
Charles J. Marquardt
Thomas Stohlman

EXECUTIVE DIRECTOR

Tanya L. Ford

ASSISTANT DIRECTOR

Lesley Waxman

BOARD OF ELECTION COMMISSIONERS MEETING Minutes of August 7th, 2024

The meeting was called to order at 5:30 PM on August 7th, 2024, via Zoom, Present were Commissioner King, Commissioner Marquardt, Commissioner Stohlman, Commissioner Ward, Executive Director Tanya Ford, and Assistant Director Lesley Waxman.

Roll Call:

Commissioner King	Present
Commissioner Marquardt	Present
Commissioner Stohlman	Present
Commissioner Ward	Present

I. PUBLIC COMMENT

John Hawkinson asked the Chair would wait for all the participants to appear before starting the meeting. Commissioner King stated yes he would allow more time before starting the meeting.

Motion: To close Public Comment

Moved by Commissioner King
Seconded by Commissioner Stohlman

Roll Call:

Commissioner King	Yes
Commissioner Marquardt	Yes
Commissioner Stohlman	Yes
Commissioner Ward	Yes

Passed 4-0

II: MINUTES

Motion: To accept the minutes of July 24th with corrections.

Moved by Commissioner Stohlman
Seconded by Commissioner King

Roll Call:

Commissioner King	Yes
Commissioner Marquardt	Yes
Commissioner Stohlman	Yes
Commissioner Ward	Yes

III. Reports

1. Executive Director's Report

- Ms. Ford noted she purchased seven voting booths which were delivered last week. The voter guide will be mailed to everyone this Friday the 9th. The drop boxes will be opened by Victor on Friday the 9th. Ms. Ford ordered keys for the image cast test. Still trying to figure out how to get keys for the Automark machine.
- Commissioner Marquardt offered to make copies. Ms. Ford stated that did not work when tried before, but she would try again with Victor (DPW).

2. Assistant Director's Report

- Ms. Waxman reported the YWCA voter registration was rescheduled for August 15th. Both commissioners King and Marquardt will attend. Commissioner King will pick up the voter registration materials prior to the event.
- To date, 13,640 Vote-by-mail ballots have been mailed out. Approximately 200 early voting ballots have been returned along with approximately 100 overseas ballots.
- Ms. Waxman asked for designated health care voting if commissioners will go once to get applications completed and return to complete ballots or go once and complete both activities. Commissioner King plans to do both. Commissioner Marquardt is waiting to hear back from facilities as to what would be best. Ms. Waxman asked to be updated as appointments are made to get materials ready.
- Ms. Waxman is requesting commissioners look at the list of poll workers and confirm the list. She stated this is the list she will send to the vendor for online training. She reported out of 221 letters mailed out, 79 have returned their poll worker agreements, and 62 are requesting online training and 16 requested in-person training. She suggested sending an email regarding Saturday training as a reminder. She reported she is still on track to get the training online on Monday the 12th. Once it goes live she will send an email. She asked commissioners to send the link to remind poll workers just in case it goes to their spam folder. Also asked workers who wants hard copies of the poll worker manuals by mail and they will mail them out. Commissioner King asked if the emails should go to Catiria, and Ms. Waxman stated to send the emails to Catiria and copy her and Ms. Ford. She suggested to send any information about poll workers to all three of them in case they must cover for each other, they will all have the same information. Commissioner King asked if we are all set with early voting. Ms. Waxman thinks we have everybody for early voting. Commissioner Stohlman asked if poll worker PowerPoint were available to view and she replied yes. Commissioner Stohlman asked if commissioners needed to review before Saturday's training. Ms. Waxman suggested to Commissioner Marquardt that Tally training be moved to after the initial Warden and Clerk training. He agreed.

Commissioners' Reports

- Commissioner Stohlman met with Ms. Ford and Ms. Waxman. He stated Ms. Ford pointed out it is the Commissioners role to interact with the poll workers on the evening of the election. He agreed and suggested as commissioners should be available to assist workers in troubleshooting issues with poll workers as poll materials come in. All commissioners agreed. He also contacted the City Solicitor regarding setting up calendar that can be shared by commissioners. He has not heard back and waiting for the official word. He pointed out there is an exception in the open meeting when it comes to scheduling. Commissioner King asked where the calendar would "live". No answer yet.
- Commissioner King met with Ms. Ford to discussed having a working group of two commissioners and Ms. Ford to clarify roles and responsibilities of commissioners and Executive Director. He stated there are no deadlines, but the goal is to come up with a document "where things are clear, stress levels are reduced, results are improved, and we know where our roles end where hers begin and vice versa". Commissioner Ward asked if this would be an ongoing group, Commissioner King said

no, just until the document is completed. Commissioner Ward asked if this we are re-writing our job description. Commissioner King noted things are evolving. Commissioner Marquardt noted things are changing and it make sense to do this. He noted that a previously City Solicitor Glowa pointed out in some instances two commissioners could be a majority, which could create and issue regarding the open meeting law. Commissioner Stohlman, agreed with the idea and asked if the City Solicitor staff could summarize what the law says our roles are. He expressed an interest in being on the committee. Ms. Ford stated she and Ms. Waxman can work with the Chairperson. She pointed out that at one point the Commissioners ran the office prior to having an Executive Director, which caused some confusion. She highlighted as things have changed there is a need to clarify roles and responsibilities. Commissioner Ward asked has the state in any way addressed some of the changes she has brought up. The answer is no. When calls come in they are directed towards the Executive Director and the staff.

- Commissioner Marquardt reported 265 Washington Street is not a valid voting address. He also sent out SFI emails still waiting to hear back and will start making phone calls.

IV. Action Agenda

Old Business

- Commissioner King asked when the last day is to request a ballot by mail. Ms. Waxman replied August 26th, at 5:00 pm.
- Ms. Ford stated the Automarks need to be tested before the week of the 19th. Commissioner's Marquardt and King will do the testing at 689 Mass. Commissioner Stohlman asked if it would be better to have a Republican and Democrat. Commissioner King agreed to allow Commissioner Stohlman to work with Commissioner Marquardt. Ms. Ford will set a date with Victor and let them know.
- Commissioner King asked how Ms. Ford and Ms. Waxman feel regarding the election, and they say they are ok. Ms. Ford asked who will do ballot packing. Commissioner Marquardt set up a drop box schedule and asked Ms. Ford to call DPW regarding taking off the alarm.

Motion: To adopt the drop box schedule for the September 3rd primary.

Moved by Commissioner King

Seconded by Commissioner Stohlman

Roll Call:

Commissioner King	Yes
Commissioner Marquardt	Yes
Commissioner Stohlman	Yes
Commissioner Ward	Yes

Passed 4-0

Statement of Financial Interest

- Ms. Waxman reported we are down to eleven. Commissioner Marquardt will report next week.

V. New Business

Ms. Ford stated now that we are meeting weekly, agenda items are due Thursday before the following week's meeting

Next meeting August 14th, at 4:00 pm via zoom.

Motion: To adjourn the meeting at 6:25 PM.


Moved by Commissioner King
Seconded by Commissioner Stohlman

Roll Call:

Commissioner King	Yes
Commissioner Marquardt	Yes
Commissioner Stohlman	Yes
Commissioner Ward	Yes

Passed: 4-0
A True Record

Attested by:



Larry Ward, Secretary