



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 February 28, 2024

Via Zoom

The meeting was called to order at 5 PM on February 28, 2024, by the Chair, Commissioner Harris. Present were the Chair, Commissioner Victoria Harris, Commissioner Larry Ward, Commissioner Charles Marquardt, Commissioner Ethridge King, Executive Director Tanya Ford, and Assistant Director Lesley Waxman.

Roll Call:

Commissioner Victoria Harris: Present
Commissioner Larry Ward: Present
Commissioner Charles Marquardt: Present
Commissioner Ethridge King: Present

I. PUBLIC COMMENT

None given.

Motion: Close Public Comment

Moved by Commissioner Harris
Seconded by Commissioner Ward

Roll Call:

Commissioner Victoria Harris: Yea
Commissioner Larry Ward: Yea
Commissioner Charles Marquardt: Yea
Commissioner Ethridge King: Yea

Passed 4—0

II: MINUTES

Motion: To approve the Minutes of February 21, 2024, with corrections.

Moved by Commissioner Harris
Seconded by Commissioner Ward

Roll Call:

Commissioner Victoria Harris: Yea
Commissioner Larry Ward: Yea
Commissioner Charles Marquardt: Yea

III: REPORTS

1. Executive Director's Report

No report given.

2. Assistant Director's Report

No report given.

3. Commissioners Reports:

- Commissioner King reported that he and Commissioner Marquardt conducted the AutoMark machine tests. Out of the units tested, six failed and were set aside for maintenance.
- Commissioner King reported his plan to conduct DHCF (Designated Health Care Facility) voting at Cambridge Homes on Thursday, February 29.
- Commissioner Harris reported that she conducted DHCF voting at Neville Center, noting that they were 29 votes.

IV. ACTION AGENDA:

Old Business

Poll Worker Staffing:

- Commissioner Harris inquired about the current status of election day staffing. Commissioner Ward shared that he might have lost a clerk earlier today.
- Commissioner Harris mentioned that she has three workers who have successfully completed their training that are available to work.
- Commissioner Marquardt informed he board he has reviewed the training assessments of the staff and has notified the commissioners whose staff members did not pass.
- Commissioner Harris announced that she will be conducting training for an Inspector on Saturday, March 2, at 8:30 AM. Commissioner Ward expressed that two of his Inspectors might join the 8:30 AM training session.
- Commissioner Harris is scheduled to conduct in-person sub-precinct training sessions on Thursday, February 29 at 6:30 PM, and again on Saturday at 10 AM.
- Commissioner Marquardt has scheduled the Tallying training for Saturday at 12 noon.
- Commissioner Harris urged the commissioners to submit the names of the staff members who are planning to attend any of the in-person training sessions.
- Commissioner Harris suggested organizing a Zoom Q&A session for both Wardens and Clerks at 2 PM. It was agreed upon to host a combined Q&A session for everyone.

Advance Processing:

- Executive Director Ford reported that 3,587 ballots have been processed so far.

Ballot Packing:

- Commissioner Marquardt asked Commissioner Harris if she can cover for Commissioner Ward to do ballot packing if Commissioner Ward is still under the weather.
- Commissioner Marquardt will cover the 51 Inman Street dropbox on election night

Election Night Staffing

- Commissioner Harris inquired about election night staffing. Executive Director Ford sated that as of today there have not had any luck hiring workers.

Charter Review Commission:

- Commissioner Marquardt provided an update regarding the Charter Review Committee's report during Monday's City Council meeting. He informed the Board that the City Council has decided to initiate the review process within the Government Operation sub-committee. Furthermore, they are seeking for input from both the Election Commission and the legal department.

Ballot Dropbox revisited:

- Commissioner Marquardt offered to cover the drop box for Commissioner Ward

New Business:

- No new business.

The two meetings are scheduled for Tuesday, March 5, 2024, at 9:30 PM in-person, and March 6 at 3:30 PM in-person.

Motion: To adjourn the meeting at 3:39 PM.

Moved: Commissioner Harris

Seconded: Commissioner Ward

Roll Call:

Commissioner Victoria Harris: Yea


Commissioner Larry Ward: Yea

Commissioner Charles Marquardt: Yea

Commissioner Ethridge King: Yea

Passed: 4—0

A True Record

Attested by: 
Ethridge A. King, Secretary