



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
Thomas Stohlman

EXECUTIVE DIRECTOR

Tanya L. Ford

ASSISTANT DIRECTOR

Lesley Waxman

BOARD OF ELECTION COMMISSIONERS MEETING Minutes of July 24th, 2024

The meeting was called to order at 5:30 PM on July 24th, 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

None given

Motion: To close Public Comment.

Moved by Commissioner King

Seconded by Commissioner Ward

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 10th with corrections.

Moved by Commissioner Stohlman

Seconded by Commissioner King

Roll Call:

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

Passed 4-0

III. Reports

1. Executive Director's Report

- Ms. Ford noted Designated Health Care Facilities that were previously assigned to former Commissioner Harris has been re-assigned to Commissioner Stohlman.
- Commissioner Stohlman asked about who schedules designated healthcare appointment. Commissioner King responded Commissioners schedule the appointment.
- Commissioner Marquardt noted there are residents at Youville Assistant Living, 1571 Cambridge Street. Ms. Waxman noted it is 1573 that has residents who need help.
- Commissioner Stohlman asked about the procedure for designated healthcare voting. Commissioner Marquardt stated he will assist him on the first time

Motion: To accept the 2024 amended list of designated health facilities.

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

- Ms. Ford asked if commissioners submitted their early voting worker lists. Commissioners agreed to get them in soon.
- Ms. Ford noted Commissioner Ward's list need to be updated. He stated he talked with Catiria and will update list next week.
- Ms. Ford asked if any commissioner contacted people provided by Commissioner King. Commissioner Marquardt noted he has phone interviews set up. He also stated commissioners will let the office know in advance if individuals will come to the office to complete paperwork.
- Ms. Ford suggested creating a deadline for new paperwork. Noting paperwork needs to be in before August 10th training. Deadline is August 8th. Workers who worked in the last two elections are fine.
- Commissioner Marquardt noted that only people who are hired for tally training will get paid for the Tally Training class. Ms. Ford noted the office needs a list of people hired for tallying.
- Commissioner King asked Ms. Ford how many talliers are needs on election night. She responded three sets of two.
- Ms. Ford asked who is conducting poll worker training. Mike Carlson will perform ballot box and scanner training, Commissioner King noted in the last meeting we discussed using talliers to help on site if needed. Commissioner Ward will do inspectors. Commissioner Marquardt will do Wardens and Clerks and Provisional and Tallying. Commissioner King will do EV/AV and Commissioner. Commissioner Stohlman will do the Provisional and inactive trainings.
- Ms. Ford noted the last training went over allotted time, which resulted in workers not getting the assessment test. Ms. Waxman noted the training started late. She pointed out the inspector training ended on time.
- Commissioner Ward asked if the test could be taken at home. Ms. Ford stated no. Commissioner Stohlman suggest commissioners met before August 10th to sharpen the presentations.
- Ms. Ford pointed out ballot box keys and other materials are missing from bags which are turned in on election night. She suggested commissioners sit at check-in tables and question why things are missing. Commissioner Ward pointed out the authority is with the workers checking in the materials and having a commissioner there does not change the situation. Commissioner Stohlman asked Ms.

Ford to provide a list of all the missing keys and the commissioners will work on a solution. He also asked if it would be easier to just replace the missing keys. Ms. Ford stated she would ask if that is possible. Commissioner King for number of missing keys.

- Ms. Ford asked which commissioners need an election day/night driver. Commissioner Stohlman stated he will need a driver.

2. Assistant Director's Report

- Ms. Waxman will report under the action agenda
- Commissioner King will pick up the voter registration bag Thursday night for a Sunday voter drive.

3. Commissioners' Reports

- Commissioner Ward noted speaking with MIT (Anya Bear) regarding handicap parking on election day. Ms. Waxman noted that the law states there has to be at least one handicap parking space.
- Commissioner Marquart asked Ms. Waxman if she received his comments on the training material. She said yes and noted SCYTL changed their name to SOE Systems

IV. Action Agenda

Old Business

- None

Statement of Financial Interest

- Ms. Waxman reported we are down to 17 missing SFI's She has already sent a formal notice. Stated commissioners can follow up with remaining missing SFII people, or she can notify the City manager of missing FSIs.

V. New Business

- Commissioner Stohlman asked if there is a "Commissioner's calendar" focusing on things that need to be done. Ms. Ford noted it was done years ago. Commissioner Stohlman agreed to spearhead this happening.
- Commissioner Marquardt asked if his notices he send out are helpful. All commissioners said yes.

Next meeting August 7th, at 5:30 via zoom.

Motion: To adjourn the meeting at 6:49 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