CITY OF CAMBRIDGE

BOARD OF ELECTION COMMISSIONERS

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COMMISSIONERS
Ethridge A. King, Jr.
Polyxane S. Cobb
Peter Sheinfeld
Larry W. Ward

EXECUTIVE DIRECTOR
Tanya L. Ford

ASSISTANT DIRECTOR
Lesley Waxman

MEETING OF THE BOARD OF ELECTION COMMISSIONERS
Minutes of February 20, 2013

The meeting of the Cambridge Election Commission was held at 51 Inman Street, Cambridge, MA. Present were Commissioner Peter Sheinfeld, Commissioner Polyxane Cobb, Commissioner Ethridge King, Commissioner Larry Ward, Executive Director Tanya Ford, Assistant Director Lesley Waxman, and Ethan Cobb from the public.

The Chair, Commissioner Sheinfeld, called the meeting to order at 5:30 pm.

I. MINUTES

Minutes of 2/6/13

Motion:	Acceptance of minutes without corrections
Moved:	Commissioner Cobb
Second	Commissioner King
Passed	3-0

II. REPORTS

Executive Director's Report (R1)

A) 2013 Annual City Census – Complaint letter regarding privacy of census information R2

B) Metropolitan Moving & Storage Corp. agreement has been extended to 6/30/13
   1) Western Avenue secured storage will be ready April 2013
   2) Executive Director visited Western Ave site and shelves are not needed for storage of ballots.

C) 2013 Special State Primary Election- April 30th
   1) To fill Senate Seat vacated by Senator John Kerry
   2) All wards and precincts will vote
   3) LHS and Auditing Services have been retained
   4) Election Coordination Meeting date to be determined
   5) List of Designated Health Care Facilities (R3)

Motion:	Accept the List of DHCF (R3) for April 30th
Moved:	Commissioner Cobb
Second	Commissioner Sheinfeld
Passed	4-0

D) 2013 Special Primary Election- May 28th

1) To fill vacancy caused by the resignation of State Rep. Marty Walz
2) Affects Ward 2, Precincts 2 &3; Ward 5, Precincts 1, 2, &3
3) Special State election Calendar providing details of time and dates for the primary (R4)
4) Supplemental Budget Request provided by Executive Director (R5)
5) LHS and Auditing Services have been retained
6) List of Designated Health Care Facilities (R6)

Motion:	Accept the List of DHCF (R6) for May 28th
Moved:	Commissioner Cobb
Second	Commissioner Sheinfeld
Passed	4-0

7) Election Worker Training dates have been set

E) 2013 Special State Election

1) To fill vacancies caused by the resignations of Senator Kerry & State Rep. Walz
2) All wards and precincts will vote
3) LHS and Auditing Services have been retained
4) List of Designated Health Care Facilities (R7)

Motion:	Accept List of DHCF (R7) for June 25th
Moved:	Commissioner Cobb
Second	Commissioner Sheinfeld
Passed	4-0

F) Statutory Ethics Online Training Requirement for all employees deadline is March 22, 2013. Please print certificate and give them to Executive Director (R8)

Assistant Director's Report – (R9)

A) Campaign and Political Finance:
Ten School Committee members have filed their year-end report

1) Outstanding School Committee year end reports: Bill Forester and John J. Holland

B) 2013 Special State Primary

1) Election Worker Manuals-The same manual will be used for April and May

Commissioner's Report –

Commissioner Sheinfeld reported 18 Dana Street is not a valid address
Commissioner Sheinfeld reported all the commissioners, Executive Director, and Assistant Executive Director met with the City Manager and his staff regarding the budget.

III. PUBLIC COMMENT - None

IV. UNFINISHED BUSINESS - None

V. NEW BUSINESS - None

Next meeting March 6, 2013; 51 Inman Street, 5:30 p.m.

Motion:	Meeting adjourn
Moved:	Commissioner Cobb
Second:	Commissioner Sheinfeld
Passed:	4-0

Meeting Adjourn: 6:30 p.m.

A true record

Attested by: Larry Ward

Commissioner Ward, Secretary