



# 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-Crump

ASSISTANT DIRECTOR  
Lesley Waxman

### BOARD OF ELECTION COMMISSIONERS MEETING Minutes of August 17, 2022

Commissioner Marquardt called the meeting to order at 2:30 pm on August 17<sup>th</sup>, 2022 via Zoom.

#### Roll Call:

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

Also present were Executive Director Tanya Ford and Assistant Director Lesley Waxman

No public comment

**Motion:** To close Public Comment  
**Moved:** Commissioner Marquardt  
**Seconded:** Commissioner King

#### Roll Call:

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

#### Passed 3-0-1

**Commissioner Marquardt stated that he was going to adjust the agenda to bring forward Victor Camara, DPW Election Coordinator**

Commissioner Marquardt asked Mr. Camara what the Commissioners can do to make his job easier. Victor stated commissioners have done a great job. He pointed out getting contacts for all the buildings for opening and closing at the end of the night and being able to set up the night before would be great. Commissioner Marquardt asked if it would be helpful if we can find a better storage site. Mr. Camara responded, yes.

Commissioner Ward asked what makes it not safe?

Mr. Carama stated the location is great, however Corporal Burns is an old building and not necessarily safe. He pointed out that the City Manager and the Commissioners are aware of it.

Commissioner King asked if some schools have custodians who do election set-up.

Victor stated the best places are the ones with 24-hour security such as Gunn Hall at Harvard.

Commissioner king asked if there is anything we can do to facilitate the night before setup?

Victor stated no because it is done by school custodians. He pointed out Jacob Street, a new location at Cambridge Crossing is 24-hour security and should not be a problem.

Commissioner King asked if some schools have custodians who do election set-up.

Victor stated the best places are the ones with 24-hour security such as Gunn Hall at Harvard.

Commissioner Marquardt asked about the new style versus the old-style voting booths. Victor stated the new booths work better and suggested we buy them every time we can going forward. Commissioner Marquardt pointed out there is a learning curve on putting the old ones together. Victor added they can fall if not put together correctly. Also there is an issue of storing the old ones due to being big and awkward. Ms. Ford noted to Victor that she has some signs that have to change, and she will get them to him by tomorrow (Thursday).

Ms. Waxman asked what time Victor wanted to do the AutoMARK testing on Thursday. Everyone agreed on Thursday at 10 am for AutoMARK testing. Commissioner Marquardt also stated we will go to 222 Jacob Street the new polling site Thursday afternoon.

**II. MINUTES**

**Motion: Minutes of August 10<sup>th</sup>, accepted with corrections**

**Moved:** Commissioner Marquardt

**Seconded:** Commissioner King

**Roll Call:**

Commissioner Larry Ward	Yes
Commissioner Victoria Harris	Absent
Commissioner Charles Marquardt	Yes
Commissioner Ethridge King	Yes

**Passed: 3-0-1**

**III: REPORTS**

**1. Executive Director's Report**

No report

**2. Assistant Director's Report**

Ms. Waxman reported Michelle Tassinari from the Secretary of State's office confirmed that the new VOTES Act law supersedes temporary laws from 2020, so the Election Commission has the authority to designate and relocate polling locations, it is no longer required to go before the City Council.

Polling Location Updates – the Community Charter School of Cambridge is not available as a polling location for the September 6, 2022, State Primary

- a. Ward 2 Precinct 2 will be relocated to Truman Apartments, 25 Eighth Street, Community Room, Thorndike Street Entrance
- b. Ward 2 Precinct 3 and 3A will be relocated to O'Connell Branch Library, 48 Sixth Street, Corner of Thorndike Street, Rear Entrance

**Motion: To approve the relocation of the Ward 2 Precinct 2 to Truman Apartments, 25 Eighth Street, Community Room, Thorndike Street Entrance**

**Moved:** Commissioner Marquardt

**Seconded:** Commissioner King

**Roll Call:**

Commissioner Larry Ward	Yes
Commissioner Victoria Harris	Absent
Commissioner Charles Marquardt	Yes
Commissioner Ethridge King	Yes

**Passed: 3-0-1**

**Commissioner Harris joined at 2:51**

**Motion: To approve the relocation of Ward 2 Precinct 3 and 3A to the O’Connell Branch Library, 48 Sixth Street, Corner of Thorndike Street, Rear Entrance**

**Moved:** Commissioner Marquardt

**Seconded:** Commissioner King

**Roll Call:**

Commissioner Larry Ward	Yes
Commissioner Victoria Harris	Yes
Commissioner Charles Marquardt	Yes
Commissioner Ethridge King	Yes

**Passed: 4 —0**

Ms. Waxman stated she and Ms. Ford are working on getting all the different places they need to update polling location online. They also are getting new maps from GIJAS. She will update VRIS which will automatically update polling information from the Secretary of State’s office.

Commissioner Ward asked if the commission should ask Robert Winters to announce the polling changes on his website? Ms. Waxman pointed out if we do a press release, he will post it to his site. Commissioner Marquardt stated he will see Ms. Waxman and obtain a list of some of the bigger buildings to see if they can push out information on their email lists. Ms. Waxman indicated she got an email from someone who publishes the Canal Park apartments newsletter to confirm polling locations. She will contact him to make changes to the Cambridge Charter School location.

**Early Voting Update**

Ms. Waxman submitted all the PowerPoints and assessments to SCYTL They should be ready by early next week. She will also submit an email list provided by Karen Francis, of the election commission for SCYTL to mail to. She will send to all the commissioners to check the names and emails of workers. Commissioner Harris asked if she sent changes will it be added in the list sent to SCYTL. Ms. Waxman pointed out commissioners will do the sub-precinct training to allow for questions from the workers. She started to make a PowerPoint presentation for larger precincts and one for smaller precincts and want commissioners to decide how many trainings are needed. Commissioner Marquardt suggested commissioners can do the training in two sessions. He agreed with Ms. Waxman that there are enough differences to create different groups and added it is the same as the check-in procedure, primarily

making sure voters are getting the correct ballots. She stated the added part is the tallying and stated it would be good for inspectors to know because they might have to help.

Commissioner Harris stated she did not disagree, however with inspectors, they will be assigned to 11-1 or 11-1A. Ms. Harris assumes we would offer the training multiple times and/or tape it. Ms. Waxman suggested we can offer multiple trainings if necessary. Ms. Waxman wants every to understand there are two different ballots styles. Commissioner Harris assumes we have to offer it multiple times for folks who can't make it and if they have questions they can follow up with their commissioner. Ms. Waxman will turn instructions into a PowerPoint. She thinks the most confusing part is that to combine the ballots from the two tabulators and separate them by ballots styles. Commissioner Harris stated letting the inspectors go early might be helpful. Ms. Waxman suggested that all inspectors in sub-precincts get training so that when people go on break others will know what to do.

Commissioner Marquardt asked if would it be possible for the sub-precincts to provide four pieces of paper for assistance with the tallying which would have the ballot style and the party. So when sorting begins they have a visual of the four piles. Ms. Waxman also planned to print the tally sheet and clerk sheet on legal size yellow paper, however yellow legal-size paper is hard to get. Every precinct will only have their precinct tally sheet. Ms. Waxman added that commissioners will email poll workers that the SCYTL link is up and early voter workers will have only a week to do the training. Commissioner Harris asked when the training would be available and Ms. Waxman iterated SCYTL told her "early next week." Ms. Waxman stated workers need to their use email for username and password. Also remind people to do early voting.

AutoMARK testing at 10 am Commissioner Ward will do the AutoMARK with Commissioner Marquardt. Test Deck will start August 23 and take up to three days. The office might need a commissioner to help. Please let Ms. Waxman know if any commissioner is available on the 23<sup>rd</sup>, 24<sup>th</sup>, or 25<sup>th</sup>. Commissioner Harris stated she may be available. Commissioner Marquardt asked Ms. Waxman when doing the AutoMARK, if we should do at least one ballot style for each party. She said yes. Also, Ms. Waxman mentioned she got an email that there is a write-in candidate for Governor's Council 3<sup>rd</sup> District in Ward 8-2 and ward 9. The email did not mention which party.

**Motion: To approve the City of Cambridge Polling Precincts 2022 list as of August 17<sup>th</sup>.**

**Moved:** Commissioner Marquardt

**Seconded:** Commissioner Ward

**Roll Call:**

Commissioner Larry Ward	Yes
Commissioner Victoria Harris	Yes
Commissioner Charles Marquardt	Yes
Commissioner Ethridge King	Yes

**Passed: 4 —0**

**3. Commissioners' Reports**

Commissioner King – 19 Calendar Street is not a valid address.

Commissioner Harris reported they have gotten through a lot of the vote-by-mail applications that did not list a party but indicated they wanted to vote in the primary. Those letters have been sent out to Letting people know how to get information to the commissioners.

Commissioner Ward stated he talked by phone with Alan Gehant, Dean at CRLS regarding students working at the polls in September. Mr. Gehant state it would not be a problem and he would sign off on all the paperwork.

Commissioner Harris stated it might be too late to sign up a large group of students applying at the last minute.

Commissioner Marquardt reported he and Commissioner Harris attended "Second Thursday" in Inman Square and handed out information about re-precincting, polling location changes and the upcoming election. Picked up one new voter registration. Also obtained a tent and table for "Summer Nights" at Cambridge Crossing from 5:30 to 8:30 Approximately 3000 attendees. Commissioner King will attend along with Commissioner Marquardt.

#### **IV. ACTION AGENDA**

##### **Communication Plan/Public Outreach**

Commissioner Harris stated is she happy to help get the word out around the precinct change. Was wondering if the PIO could distribute it to the neighborhood list. Commissioner Marquardt will send it to Mr. Hines, the President of the East Planning Team for him to distribute which covers most of 2-2 and a lot of 2-2.

##### **Old Business**

##### **Election worker update**

Commissioner Marquardt thanked Commissioner Harris for distribution of poll worker paperwork. Commissioner Harris stated that she will continue to send applications to commissioners. She is responding to general inquiries about working the polls.

##### **Early voting planning**

Commissioner Harris asked if Victor has a schedule of setting up polling places. Commissioner Marquardt suggested speaking with Ms. Ford or Victor on his schedule.

##### **New Business**

##### **In Person Training –**

Commissioner Marquardt was asked by a poll worker if he would be doing the training under the tent outdoors. He will check and let commissioners know. Commissioner King stated he can also provide a training space to distance people from COVID.

Commissioner King asked if the issue of having a ballot box in the office is resolved for training? Ms. Waxman did not have an answer and was not sure where we could put it in the office, no space.

Commissioner Marquardt - Is the secretary of state's office providing any guidance regards to the lack of stickiness on the envelope. They just said to make sure they are sealed. No issue with taping the jurat envelope in the Commonwealth.

Commissioner Harris asked about getting a driver for the election

Commissioner Marquardt stated he does not need a driver

Commissioner King stated he does not need a driver  
Commissioner Ward stated he does not need a driver  
Commissioner King asked if we could order the canvas blue bags with the locks  
Commissioner Marquardt stated he would talk with Karen regarding the bags  
Commissioner Harris asked if we could get accordion folders to carry forms  
Ms. Ford stated Karen is out and they will try to get all the supplies we need.

**Future Meetings**

August 24<sup>th</sup>, at 5:30

August 31<sup>st</sup>, at 2:30

**Motion: To adjourn the meeting at 3:43 pm**

**Moved:** Commissioner Marquardt

**Seconded:** Commissioner King

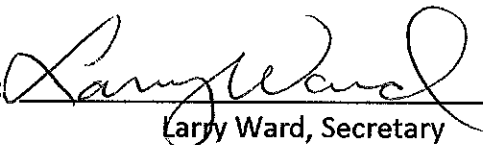
**Roll Call:**

Commissioner Larry Ward	Yes
Commissioner Victoria Harris	Yes
Commissioner Ethridge King	Yes
Commissioner Charles Marquardt	Yes

**Passed: 4-0**

A True Record

Attested by:

  
Larry Ward, Secretary