



# 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 May 11, 2022

Commissioner Marquardt called the meeting to order at 5:31 pm on May 11, 2022 via Zoom.

#### Roll Call:

Commissioner Larry Ward	Present
Commissioner Victoria Harris	Present
Commissioner Charles Marquardt	Present
Commissioner Ethridge King	Joined the meeting at 5:37

Also present was Executive Director Tanya Ford-Crump and Assistant Director Lesley Waxman. Also present Lee Gianetti, Director of Communications, City of Cambridge.

#### I. PUBLIC COMMENT

None

**Motion:** To close Public Comment.

Moved: Commissioner Marquardt

Seconded: Commissioner Harris

#### Roll Call:

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

**Passed:** 3 — 0

**Motion:** To suspend rule to bring forward Mr. Gianetti's (Director of Communications) discussion.

Moved: Commissioner Marquardt

Seconded: Commissioner Harris

#### Roll Call:

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

**Passed:** 3 — 0

Ms. Ford spoke about issues with re-precincting, lack of polling sites for expansion. Talked about the need to get information to the public and best ways to coordinate with Mr. Gianetti's office.

Commissioner Harris suggested commission be proactive and focus on getting key messages to public, more information than less.

Ms. Waxman asked about how much information about re-precincting should go out to the public.

Mr. Gianetti stressed the election office does a good job communicating with the public. Pointing to the "What do I need to know about voting" piece given out in the last election.

Ms. Ford pointed out there needs to be an explanation as to why the Election Commission is here.

Mr. Gianetti stated to give confidence in voting and making sure of accessibility to vote. He also stated they may send out text messages regarding polling locations.

Commissioner Marquardt inquired about letting people opt into getting election information on the city website. Mr. Gianetti acknowledged that is something to investigate.

Commissioner Harris Inquired about number of languages we can translate voting info into. Wanted to get advice from community partners.

Mr. Gianetti stated if translations are done ahead, they can get onto the website. Possibility of using "in-house" services to help election office with translations. Stress the need for planning ahead.

Ms. Waxman asked what kind of turnaround time is needed regarding translating.

Mr. Gianetti stated it adds weeks onto the process. Also stated QR code may help the process.

Commissioner Ward stated online format should be used as much as possible vs. mailings.

Commissioner King add info on where and when they vote should be stressed. Also pointed out state law says the public should be alerted 20 days prior to voting as to where they vote.

Mr. Gianetti gave a special thanks to Ms. Ford and Ms. Waxman for the orchestration of the entire election process.

Ms. Ford thanked him and stated we have an "urgency" regarding having the voting conversation continue.

Commissioner Harris suggested next steps should include collaborations with City T.V. to produce video messaging. She also mentioned that a commissioner would be available to work with Mr. Gianetti and Ms. Ford-Crump on the communications plan moving forward.

## **II. MINUTES**

**Motion:** To approve the minutes of April 27th, 2022 with correction.

**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

## **IV: REPORTS**

### **1. Executive Director's Report**

We were not pulled for budget hearing.

No update on school polling sites.

Commissioner King asked if there were any next steps. Ms. Ford stated she submitted plan two weeks ago and followed up on 5/9. She did not get an update.

Commissioner Marquardt suggested writing the City Manager to follow-up.

Commissioner Harris suggested that was a good idea as chair.

Commissioner King stated all commissioners should sign letter.

Commissioner Marquardt will let Ms. Ford know when the letter is ready.

Mr. Joe Martins was hired as the Senior Clerk Typist.

### **2. Assistant Director's Report**

A. 2<sup>nd</sup> mailing of census was mailed on May 10<sup>th</sup>.

B. Nomination papers were due May 10<sup>th</sup> for September primary election.

Commissioner King suggested we start recruiting poll workers now.

### 3 Commissioners' Reports

Commissioner Harris reported:

- Lexington Ave. fire house will be available in September and November.
- Cambridge Friends might be available to be used as a back-up site.
- Holy Trinity Church will not be used in September.
- Harvard Votes Project- Meeting will be attended by Commissioners Marquardt and Harris.

Commissioner King had no reports

Commissioner Marquardt reported:

- Meeting on Friday, 13<sup>th</sup>, with St. Peters to answer questions.
- Will set up meeting with New Executive Director at YWCA.

Commissioner Harris:

- Will call Jan Devereux to talk about the use of Lesley University.

Commissioner Ward reported:

- Will call Martha Doyle at EF regarding potential polling site.

### IV. ACTION AGENDA

*Old Business*

Discussion of polling locations

Upcoming meetings of the Election Commission:

May 25 - Meeting

**Motion:** To adjourn the meeting at 6:41 pm.

**Moved:** Commissioner Ward

**Seconded:** Commissioner Marquardt

**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