



CITY OF CAMBRIDGE

BOARD OF ELECTION COMMISSIONERS

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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 August 22nd, 2018

The meeting of the Cambridge Election Commission was called to order at 5:00 p.m. at the Election Commission at 51 Inman Street. Present were Commissioner Charles Marquardt, Commissioner Victoria Harris, Commissioner Larry Ward, Executive Director Tanya Ford, Assistant Director Lesley Waxman, and members of the public, Gary Mello, Robert Winters, and John Hawkinson.

I: MINUTES

The Minutes of August 8th, 2018 were reviewed and accepted with corrections.

Motion: To approve the Minutes of August 8th, 2018 with corrections.

Moved: Commissioner Marquardt

Seconded: Commissioner Harris

The Motion passed: 3-0

II: REPORTS

Executive Director's Report

A. State Election, Tuesday, September 4th.

-Test deck, August 28th, at 9 a.m. at 51 Inman Street

-Proposed schedule for ballot packing - Friday, August 31st, at 9:30 a.m. at 51 Inman Street

-Schedule Election Commission meeting for election night – 8:30 p.m.

B. State Election, Tuesday, November 6th, 2018

-Early Voting

-Proposed 2018 Schedule and Locations – Water Plant, Main Library, Police Department and the O'Neill Branch Library.

Example 2018 Schedule

1st Week – October 22nd to October 27th

Monday 12 p.m. to 8 p.m.

Tuesday and Thursday 9 a.m. to 5 p.m.

Wednesday 12 p.m. to 8 p.m.

Friday 9 a.m. to 5 p.m.

Saturday 9 a.m. to 5 p.m.

2nd Week – October 29th to November 2nd

Monday 12 p.m. to 8 p.m.

Tuesday and Thursday 9 a.m. to 5 p.m.

Wednesday 12 p.m. to 8 p.m.

Friday 9 a.m. to 5 p.m.

Assistant Director's Report

1. September 4th, 2018 Primary:

A. Election Morning and Election Evening checklists (R3)

a. Updated Quick Reference Guides to go in Scanner Bag:

- i. Scanner Messages (R3) – Page has been created with colors

Motion: Accept Updated Quick Reference Guides to go in Scanner Bag

Moved: Commissioner Ward

Seconded: Commissioner Marquardt

The Motion passed: 3-0

- ii. Ballot Jams (R4)

Motion: Accept Ballot Jams Quick Reference Guides

Moved: Commissioner Marquardt

Seconded: Commissioner Harris

The Motion passed: 3-0

- iii. Opening and Closing Procedures (R5)

Motion: Accept Ballot Box and Scanner Opening Procedures

Moved: Commissioner Marquardt

Seconded: Commissioner Harris

The Motion passed: 3-0

Commissioner Reports

Commissioner Ward reported 791 Cambridge Street is a valid voting address as reported by the house owner.

III: PUBLIC COMMENT

No Public Comment.

IV: ACTION AGENDA

Old Business

2018 State Primary, Tuesday, September 4th

-DHCF appointments for absentee voting

Commissioner Harris along with election commission staff will conduct absentee voting at Neville Center on August 29th, at 10 a.m.

Commissioner Marquardt along with election commission staff will conduct absentee voting at Sancta Maria Nursing Home on August 30th, at 9 a.m.

Executive Director Tanya Ford produced and distributed a News Release for voters about the new ImageCast Voting System for the City of Cambridge.

New Business

2018 State Election, Tuesday, November 6th, 2018

- Early voting 2018

- Commissioner Ward will inquire about registering students at Cambridge Rindge & Latin High School on National Voter Registration Day on Tuesday, September 25th.

A meeting was scheduled for September 4th, 2018, at 8:30 p.m. at the Senior Center, 806 Mass Avenue.

Motion: To adjourn the meeting at 5:42 p.m.

Moved: Commissioner Marquardt

Seconded: Commissioner Ward

The Motion passed: 3-0

A True Record

Attested by:


Larry W. Ward, Secretary