



# 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 September 26, 2018

The meeting of the Cambridge Election Commission was called to order at 5:30 p.m. at the Election Commission Office, 51 Inman Street. Present were: Commissioner Ethridge King, Commissioner Charles Marquardt, Commissioner Larry Ward, Commissioner Victoria Harris, Executive Director Tanya Ford, Assistant Director Lesley Waxman, and members of the public John Hawkinson and Gary Mello.

### I: MINUTES

The Minutes of September 4, 2018 were reviewed. After review, the following motion was made:

Motion: To approve the Minutes of September 4, 2018 with corrections.  
Moved: Commissioner Marquardt  
Seconded: Commissioner King  
The Motion passed with a vote of 4-0.

Commissioner Ward stated that he had another commitment which required him to leave the meeting at 5:45 pm.

### II: REPORTS

#### Executive Director's Report

##### I. Early Voting

Ms. Ford reviewed preparations for the early voting period in Cambridge. She stated that training for poll workers will take place on October 9 beginning at 6:00 p.m. at the Senior Center in Central Square. Jeff Silvestro from LHS Associates will conduct the training on the poll pads with the workers.

Ms. Ford then discussed the proposed early voting schedule as submitted in her written report. She suggested that the start time at voting sites, exclusive of the Election Commission office, be moved from 9:00 am on Tuesdays, Thursdays and Fridays to 9:30 am each week of the early voting schedule. Ms. Ford made this recommendation based upon the time needed to update equipment and also the challenges of getting to voting sites by 9:00 a.m. given rush hour traffic conditions.

She stated that all locations will have phone access to the Commission office, and that all areas used for early voting will have adequate WiFi.

Commissioner King asked whether there will be a paper copy of voting lists available if necessary. Ms. Ford stated there would be.

Commissioner Marquardt inquired as to whether all locations will have a police officer. Ms. Ford responded that she is requesting police staffing at the Water Department, Main Library and O'Neill branch library locations. The Police Headquarters location in East Cambridge will already have police presence, and she does not foresee needing a police officer at the Commission office at this time.

Ms. Ford mentioned that it would be helpful to have an evaluation of the early voting process done after the November 2018 election.

After review the following motion was made:

Motion: To approve the schedule for Early Voting for the November 2018 general election with corrections.  
Moved: Commissioner Marquardt  
Seconded: Commissioner King  
The Motion passed with a vote of 3-0.

Ms. Ford will email commissioners a schedule used in the past for rotating coverage of all early voting sites. She stated that the first and last days of the early voting period are expected to be the busiest.

Commissioner Marquardt asked whether there are any issues with voters wearing costumes to the early voting sites on October 31. Ms. Ford replied that costumes were allowed as long as they did not display any candidate name or campaign information.

The Election Commission office will be open until 6pm on Friday, November 2.

#### 2. Poll Worker Trainings - General Election November 6, 2018

Commissioner King will conduct the trainings for inspectors and Commissioner Marquardt will lead the trainings for wardens and clerks.

There was discussion regarding potentially adding an additional inspector given the number of ballots completed during early voting and the work involved in processing and casting the ballots on election day. Ms. Ford said that during early voting labels will be printed to affix to envelopes to help facilitate the sorting of ballots to individual precincts for processing on November 6. It will be emphasized at the early voting training that workers should make sure to give the voter the correct ballot; there will be 10 ballot styles for the general election in Cambridge this November.

The date for the ballot pack will be announced at the next Commission meeting.

Ms. Ford and Ms. Waxman reminded the commissioners that they need to submit their worker lists as soon as possible.

3. WeWork event September 27 at 12:00 p.m. - Commissioners King and Harris will attend this event, which will be a discussion focusing on voter registration. State Representative Marjorie Decker will also attend the event.

#### 4. Designated Health Care Facilities voting

Ms. Ford suggested that commissioners contact their liaisons at their health care facilities. Commissioner Marquard reported that the Sancta Maria Nursing Home will remain open.

#### Assistant Director's Report

##### 1. Primary September 4

Ms. Waxman stated that precinct reviews are on-going. She stated that auxiliary and write-in voting appeared to have gone well during the primary on September 4. She reported, in response to an inquiry regarding the disposition of two provisional ballots, that poll workers had followed the appropriate procedures with the use of these ballots. The Registry of Motor Vehicles (RMV) stated that both voters were not registered, and therefore the ballots were not counted.

##### 2. General Election - November 6

Ms. Waxman stated that to-date there were a higher than average number of requests (300) for Uniformed and Overseas Citizens Voting ballots.

She then reviewed the draft of a mailer detailing early voting in Cambridge. This pamphlet will be sent to all households, and is an "every door" mailing. Commissioner Marquardt suggested that the Postmaster should be notified that these mailings should be put through slots or in boxes, rather than dropped on doorsteps or building mailrooms.

Ms. Waxman said that she needs photos from early voting and on election days, and if any commissioners have photos to send them to her for use on Commission materials.

The following motion was made:

Motion: To approve the draft of the 2018 Early Voting Guide for Cambridge with corrections, and to empower the Election Commission staff to make formatting changes as needed.

Moved: Commissioner Marquardt

Seconded: Commissioner Harris

The Motion passed with a vote of 3-0.

##### 3/ Delinquent SFI Filers

Ms. Waxman reviewed the list of individuals who have not filed, or who have deficient filings in their Statements of Financial Interest forms. Due to the preparations required for early voting and the general election she has not had the time to follow up with these individuals. She suggested that she focus her attention on this issue after the election on November 6. The commissioners agreed with this approach.

#### Commissioners' Report

Commissioner Harris reported that 55 Regent Street, #2 is a valid address.

Commissioner Harris stated that she participated in Parking Day with Barbara and Nancy from the Commission Office. Staff registered between 20-25 voters.

She also checked in with library staff at the Main Library who conducted voter registration during National Voter Registration Day on September 25. In the evening she attended a reading of the play, "Act Up and Vote," and reported that the youth actors had some suggestions on how young voters could be encouraged to go to the polls.

Commissioner Harris then commented that a few people had asked her whether election results in Cambridge could be reported earlier on an unofficial basis.

Commissioner Marquardt stated that he had also been asked about this issue.

Discussion followed about the procedures that could be involved in obtaining results, and staffing issues. Ms. Waxman commented that a decision would need to be made as to whether the Commission would adopt this method of announcing results before the worker trainings for the general election.

### III. PUBLIC COMMENT

John Hawkinson commended the Commission for considering steps to obtain election results more quickly.

Gary Mello made comments regarding obtaining election results in Cambridge and offered suggestions for improvement.

### IV. ACTION AGENDA

Old Business

State Primary September 4, 2018

Ms. Waxman stated that clerk sheets are in commissioner mailboxes.

Commissioner Marquardt stated that poll workers appreciated the new checklist contained in the warden/clerk manuals.

The next meetings of the Election Commission are scheduled for:

- Wednesday, October 3, 2018 at 5:30 p.m. at the Election Commission Office at 51 Inman Street.
- Tuesday, October 16, 2018 at 5:00 p.m. at the Citywide Senior Center, 806 Mass. Avenue

The following motion was made:

Motion: To adjourn the September 26, 2018 meeting of the Election Commission.

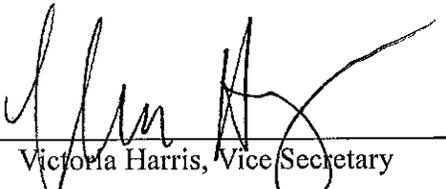
Moved: Commissioner Marquardt

Seconded: Commissioner Harris

The Motion passed with a vote of 3-0.

The meeting was adjourned at 6:48 p.m.

A True Record

Attested by:   
Victoria Harris, Vice Secretary