



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-Crump

ASSISTANT DIRECTOR

Lesley Waxman

BOARD OF ELECTION COMMISSIONERS MEETING

Minutes of August 5, 2020

The Chair called the meeting to order at 5:35 pm on August 5, 2020 via Zoom.

Roll Call:

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

Also present was Executive Director Tanya Ford-Crump and Assistant Director Lesley Waxman.

I: MINUTES

Motion: To approve the Minutes of July 28, 2020, with corrections

Moved: Commissioner King

Seconded: Commissioner Marquardt

Roll Call

Commissioner King	Yea
Commissioner Marquardt	Yea
Commissioner Ward	Absent
Commissioner Harris	Yea

Passed: 3—0

II: REPORTS

Executive Director's Report - R1 (Please see attachments)

A. *State Primary, September 1, 2020*

Early Voting Locations

- The Commission office will no longer be able to be used as a centrally located site for early voting.
- The Moses Youth Center located at 243 Harvard Street will be the replacement site for the Election Commission office.
- The 3 locations for early voting will be the Moses Youth Center, the Valente Library on Cambridge Street, and the Water Department located at Fresh Pond.
- Proposed hours for early voting are included in Ms. Ford's Report (R2)

Commissioner Ward joined the meeting at 5:42

Motion: To move that the Moses Youth Center, located at 243 Harvard Street, Main Entrance which is a centrally-located, suitable and convenient public building located within close proximity to the Election Commission office be an early voting location for State

Primary, September 1, 2020, replacing the Election Commission office and the building in which its

located known as the Coffon Building, 51 Inman Street, which has been deemed unsuitable for early voting.

Moved: Commissioner King
Seconded: Commissioner Marquardt

Commissioner King Yea
Commissioner Marquardt Yea
Commissioner Ward Yea
Commissioner Harris Yea
Passed: 4—0

Motion: To adopt the three locations in the attached report (R2) as the three locations of early voting for the September 1, 2020 primary, and the scheduled hours as listed in the report (R2) to offer early voting in Cambridge for the September 1, 2020 primary

Moved: Commissioner King
Seconded: Commissioner Ward

Commissioner King Yea
Commissioner Marquardt Yea
Commissioner Ward Yea
Commissioner Harris Yea
Passed: 4—0

Ms. Ford-Crump commented on the following:

- Poll locations review with Victor of the Department of Public Works.
- Drop Boxes
 - Follow-up from the City Council meeting on August 3 regarding number and placement in the City.
 - Request/bid process for acquiring boxes.
 - Schedule to pick up ballots on a daily basis.
 - Status of box ordered to be placed outside the Election Commission office.

Motion: To request the City Manager to purchase eight additional boxes to be place outside of Fire Houses or other secure locations, identified in consultation with the City administration. These boxes will be emptied on a regular, daily basis by the Election Commissioners.

Moved: Commissioner Marquardt
Seconded: Commissioner Ward

Commissioner King Yea
Commissioner Marquardt Yea
Commissioner Ward Yea
Commissioner Harris Yea
Passed: 4—0

Ms. Ford-Crump will notify the City Manager and relevant departments of the drop box request made in the motion.

B. Elimination of Check-out Tables

Motion: Per Section 13 of Chapter 115 of the Acts of 2020 the Commission moves to eliminate the requirement that a voter provide their name or residence to an election officer at the ballot box and that the election officer mark the name off a voting list before the voter deposit the ballot in the ballot box for the September 1, 2020 primary and the November 3, 2020 general election.

Moved: Commissioner King
Seconded: Commissioner Marquardt

Commissioner King Yea
Commissioner Marquardt Yea
Commissioner Ward Yea
Commissioner Harris Yea
Passed: 4—0

Ms. Ford provided updates on the following:

- C. Poll worker recruitment PSA - editing has been completed by CCTV and the video has been forwarded to the City Manager and City Solicitor for approval.
- D. The City Council approved the recommended polling relocations at their August 3, 2020 meeting.
- E. Draft relocation notice for the upcoming primary for approval by the commissioners

Motion: To adopt the draft language submitted by the Executive Director in her report for the Voter Notification cards to be mailed for the September 1, 2020 primary.

Moved: Commissioner Marquardt
Seconded: Commissioner King

Commissioner King Yea
Commissioner Marquardt Yea
Commissioner Ward Yea
Commissioner Harris Yea
Passed: 4—0

2. Assistant Director's Report – R3

1. *Polling Location List*

Motion: To accept the City of Cambridge Polling Precincts Fall 2020 List (R4)

Moved: Commissioner King
Seconded: Commissioner Marquardt

Commissioner King Yea
Commissioner Marquardt Yea
Commissioner Ward Yea
Commissioner Harris Yea
Passed: 4—0

2. *Election Worker Recruitment*

- Ms. Waxman stated that there were a number of new workers hired for this season, which has taken up more time than anticipated in the office preparing paperwork.
- She proposed refraining from hiring any additional workers since it appeared that there seemed to be a sufficient number of workers
- Commissioners were understanding of the time involved in hiring additional workers; they also stated that hiring was on-going given that workers were continually re-assessing their ability to work given the state of the pandemic.
- Commissioners asked if they could assist with the process. Karen Francis will be contacted in the office to see if there is a way that commissioners could help with the processing of paperwork.
- Commissioner Marquardt stated that there may be greater allowances made with respect to being able to use expired identification.

3. *Election Worker Training*

- Ms. Waxman stated that the final revisions for the on-line training will be sent to SCYTL on Friday, August 7.
- She recommended that paper rolls be used at the primary instead of poll pads because the office still has not received updates from the Secretary of State's office regarding allowed uses.
- The training potentially will be on-line the week of August 10th.
- Ms. Waxman asked commissioners for suggestions for module topics. They responded that tallying and provisional ballots could be separate subjects in the training.
- Commissioner Harris asked if LHS would be providing a training video for the ballot box and scanner. Ms. Waxman said they were preparing a video, but that the Commission would have to pay for access to it. No cost has been provided to date.
- Slides of the on-line training were reviewed (R5)
 - The commissioners thanked Ms. Waxman for the work done thus far on the training.
 - The commission will have the ability to see who has completed the training and how workers did on quizzes.
 - Commissioners will offer in-person to anyone who needs it using Commissioner King's office space.

3. *Early Ballot Processing*

Ms. Waxman reviewed the following:

- Dates when processing can occur given registration deadlines, etc.
- Ballots eligible to be processed early.
- Scheduling of processing at Senior Center.
- Scheduling of Test Deck.
- Room for observers, and alternative means to provide access to public to view process

Commissioner Harris asked whether the tallying of auxiliary ballots and write-ins could take place on September 2 rather than having to be completed after the close of the precincts the evening of September 1. Ms. Waxman said that the State did not want jurisdictions to do that, preferring to have all tallying work completed at the precinct.

Ms. Waxman stated that approximately 10,000 ballot applications have been received to date.

Commissioner Ward stated that he had seen signs asking residents to vote early being placed in the City. There will also be lawn signs displayed throughout the City on a rotating basis. The group thanked Ms. Ford-Crump for her work on the signs.

Commissioner Reports

Commissioner Harris provided a written report (R6). She made the following comments:

- Given Ms. Waxman's comments regarding poll worker recruitment, the motion she proposed regarding eligibility to become a poll worker need not be taken at this time. She also mentioned that if the Commission planned to put recruitment efforts on hold, that the PSA developed might have a less frequent airing on CCTV until after the primary.
- She attended meetings with MassVotes (7/30/20) and the Cambridge Democratic City Committee (8/2/20).
- She, Commissioner King, Ms. Ford-Crump and Ms. Waxman met with Lee Gianetti and Ini Tomeu of the Public Information Office on 8/5/2020 to discuss messaging and information dissemination for the primary.

Commissioner Marquardt stated that he had contacted the Cambridge Postmaster, who has been on vacation, but will be available to schedule a meeting upon their return the week of August 10th.

Commissioner Ward provide the following updates:

- He contacted the Traffic and Parking Department to obtain parking permits for commissioners to use on September 1.
- He visited two sites where he will have double precincts to develop layouts for these locations
- Commissioner Ward stated that he would be available to attend a meeting with the Cambridge Postmaster.

Commissioner King reported that:

- He also attended the meeting with Lee Gianetti and Ini Tomeu of the Public Information Office.

III PUBLIC COMMENT

Gary Mello of 324 Franklin Street provided testimony regarding drop boxes. There was difficulty with the internet connection to the meeting, and Mr. Mello's testimony was unable to be completed.

Commissioner King stated that he would re-open public comment if Mr. Mello was able to re-join the meeting.

Motion: To close public comment

Moved: Commissioner King

Seconded: Commissioner Marquardt

Roll Call

Commissioner King Yea

Commissioner Marquardt Yea

Commissioner Ward Yea

Commissioner Harris Yea

Passed: 4—0

IV: ACTION AGENDA

Old Business

There was a discussion regarding pre-processing of ballots at the Senior Center, which included the following:

- The number of scanners and ballot boxes that may be set up at a time to do processing.
- Order of precinct ballot processing.
- Need for a commissioner to be present to help with management of system.
- Poll pads may be allowed to help with check-in of voters. Lesley Waxman will ask about this at a call-in meeting with Michelle Tassinari of the Secretary of State's office.
- Handling of auxiliary and Write-ins during the processing.

Comments on other business included:

- Election results will be due by Saturday, September 5
- Provisional ballots will be reviewed and tallied on September 2.
- Staffing needs in light of COVID.
- Commissioners will create a master list of all precinct workers.

Next meeting will be held on August 12, at 5:30pm via Zoom

Motion: To adjourn the meeting at 7:42 pm

Moved: Commissioner King

Seconded: Commissioner Ward

Roll Call

Commissioner Marquardt Yea

Commissioner Harris Yea

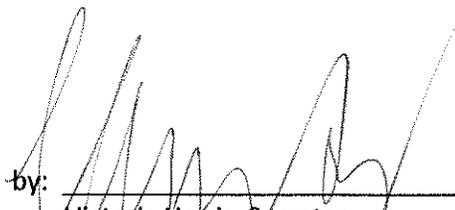
Commissioner Ward Yea

Commissioner King Yea

Passed: 4—0

A True Record

Attested by:


Victoria Harris, Secretary