



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 October 14, 2020

The Chair called the meeting to order at 5:30 pm on October 14, 2020 via Zoom.

Roll Call:

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

Also present was Assistant Director Lesley Waxman.

I: MINUTES

Motion: To approve the Minutes of October 7, 2020 with corrections

Moved: Commissioner King

Seconded: Commissioner Ward

Roll Call

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

II: REPORTS

The Chair began with the Assistant Director's Report **(R1)**

2. Assistant Director's Report (R3)

Early Voting

Ms. Waxman gave an update on procedures for early voting, which begins on Saturday October 17. She reviewed the procedure regarding voters who have requested a ballot by mail but who choose to vote in person. She presented the language provided by the state regarding the procedure, where the voter will not need to sign the early voting roster or complete a form in order to vote. The staff at the polling location also will not need to call the office in order to receive confirmation that the person is allowed to vote.

For the workers checking in voters, they will need to communicate that by voting in person, their mail-in ballot will not count. The group decided that the best way to relay this information would be to ask it in the form of a question so that the voter confirms they understand.

Ballots from September 4, 2018 Primary and November 6, 2018 election

Ms. Waxman then requested a motion by the commissioners to dispose of the ballots from the September 4, 2018 Primary and November 6, 2018 State Election.

Motion: To destroy the voted ballots from the September 4, 2018 State Primary and the November 6, 2018 State Election pursuant to 52 USC§ 20701

Moved: Commissioner King

Seconded: Commissioner Ward

Executive Director Tanya Ford-Crump joined the meeting at 5:41 pm.

Powerpoint Trainings and Manuals

Ms. Waxman stated that updates had been made to the powerpoints and manuals, and that materials are being sent to SCYTL in order for their staff to update the on-line trainings. Commissioner King asked about the revised protocols regarding voters who have requested a mail-in ballot but who choose to vote in person on Election Day, and was informed that poll workers could still call the office for confirmation regarding the processing of these individuals.

Commissioner Harris asked when the training would be available on-line, and Ms. Waxman said it would depend on SCYTL staff adapting the information.

Early Voting/Processing Updates

Commissioner Marquardt is working on a draft regarding "same day" registration procedures at early voting sites for the period of 10/17-10/24/2020.

Commissioner Marquardt asked whether there were any updates regarding processing of mail-in ballot requests. Ms. Waxman responded that over half of all ballots requested by mail have been sent.

1. Executive Director's Report

State Election - November 3, 2020

Ms. Ford-Crump stated that an updated COVID 19 Elections Infection Prevention Action Plan has been issued by the State. It is similar in content to the plan developed by the Commission in the summer. There was discussion regarding the use of PPE and deep cleaning at voting sites when possible.

Motion: To adopt the COVID 19 Elections Infection Prevention Action Plan as submitted by the State

Moved: Commissioner King

Seconded: Commissioner Ward

Roll Call

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

Updates

Ms. Ford-Crump provided the following information:

1. The drop box at Cambridge Police Headquarters had to be relocated due to

sidewalk construction.

2. The drop box at 51 Inman Street has to be temporarily relocated due to sidewalk construction.
3. Chain of Custody procedures: Ms. Ford-Crump has updated the policy and forms regarding pick up of ballots from the drop boxes. There will be 2 pick-ups per day at 2 pm and 8 pm, with other pick ups completed as necessary.

There was a discussion of the use of seals, which will be used for every drop box as part of the chain of custody protocol.

4. Action Plan/Processing of mail ballot request: Ms. Ford Crump stated that the Secretary of State's office would like the office to stop cross-checking procedures in order to increase output. This is a result of voters having contacted the Secretary of State's office regarding the status of their mail-in ballot request. There was discussion regarding the current procedures in place and the effort to minimize mistakes.
5. Ms. Ford-Crump reported that the Secretary of State's office had notified local jurisdictions that funds were available through a grant program sponsored by the Center for Technology and Civic Life (CTCL) to help with costs incurred with the administration of elections during the pandemic. The Commission received an award of \$70,510. The Commissioners thanked Ms. Ford-Crump for her work in securing the grant.
6. Ms. Ford-Crump provided a draft protocol developed by the City Solicitor's office regarding public comment, which can be discussed at next week's meeting.

3. Commissioner Reports

Commissioner Ward stated that he assisted with a voter registration event at Cambridge Innovation Center (CIC) , 1 Broadway, on 10/14/2020 for approximately 4 hours.

Commissioner Marquardt stated that he had communicated with a new contact at Cambridge Rehabilitation and Nursing Home.

Commissioner Harris reported on the following:

- 66 Rice Street is a valid address.
- There is an attached report (**R2**) regarding possible messages for social media and potential PSAs - this will be discussed in new business.
- There is no update on the CRLS event, but she proposed possibly using Commissioner King's Zoom account to conduct something next week for students.
- She will be participating in an event sponsored by the Harvard Law School's ACLU Chapter regarding voter intimidation and the laws to address it in Massachusetts. She will also present on how Cambridge trains its poll workers to handle these situations.
- The Boston/Cambridge Working group of the MIT Election and Data Science Lab will have a meeting on 10/15 at 5 pm on Ranked Choice Voting.

III PUBLIC COMMENT

James Williamson, 1000 Jackson Place, stated he appreciated the work of the Commission. He also stated that people appear to be anxious this election season. He asked why the early voting site at the Moses Youth Center was no longer available. He also inquired about the plan for counting votes on November 3, 2020, and about opportunities for observers at the Tabulation Center (Senior Center). Mr. Williams also recommended the coordination of information

posted on the general City website and that which is posted on departmental websites. He also stated that there will be an event sponsored by Harvard University's Ash Center with the Secretaries of State of Michigan, Ohio, and Pennsylvania.

John Hawkinson stated that the draft policy regarding public comment may not be best suited to Commission meetings, since the current order of public comment in the agenda allows individuals to respond to reports issued during the meeting. He stated that the items after numbers 1-2 in the protocol were superfluous.

Mr. Hawkinson also stated that there was some value in having seals used with the dropboxes with regard to security. He appreciated the information regarding the numbers of ballots mailed, but asked if there was any data regarding the number of ballots received by the Commission.

Commissioner King asked if Ms. Waxman would like to respond to items brought up in public comment. Ms. Waxman stated that with regard to observers at the Senior Center on November 3, due to COVID there would be a very limited number of spaces. Priority would be given to those who register first with the office. Tallying of votes cast by mail will be done at the precincts on Election Day. The Moses Youth Center was not available for early voting in October due to programming in the Human Services Department.

Commissioner King stated that he could create a spreadsheet to record drop box totals.

Motion: To close public comment

Moved: Commissioner King

Seconded: Commissioner Ward

Roll Call

Commissioner King Yea

Commissioner Marquardt Yea

Commissioner Ward Yea

Commissioner Harris Yea

Passed: 4—0

IV: ACTION AGENDA

Old Business

2020 State Election, Tuesday, November 3rd

Early Voting - Training

Commissioner Harris went over options for training workers. There will be a Zoom meeting on Thursday October 15 in the evening, and there will be other options available on Friday, October 16.

The group discussed in-person training for the November 3rd election. There is limited availability to do so. Commissioner Marquardt stated that workers should be reminded that this option is for those who do not have a computer or internet access only. The group discussed using the Longfellow School as a site for in-person training; Ms. Ford-Crump also suggested the use of the Sullivan Chamber if possible. Commissioner King stated that his office was also available, but that the space could accommodate a maximum of 3-4 people.

New Business

For students who are working on November 3 they may need to submit a letter from their schools giving them permission to work if school is in session.

The group reviewed the protocol regarding the handling of media requests. They also reviewed the draft document developed by Commissioner Harris regarding social media messages and PSAs. The group decided to focus on developing a PSA for how to complete and send in a mail-in ballot, and authorized Commissioner Harris to work with Lee Gianetti to develop the PSA.

Motion: To delegate Commissioner Harris to work with the Public Information Office to develop an instructional video regarding mail-in ballots as outlined in option 2 of the attached report (R2)

Moved: Commissioner Marquardt

Seconded: Commissioner King

Roll Call

Commissioner King Yea

Commissioner Marquardt Yea

Commissioner Ward Yea

Commissioner Harris Yea

Passed: 4—0

The next Commission meetings will be held on October 21 and October 28 at 2:30 pm.

Motion: To adjourn the meeting at 7:36 pm

Moved: Commissioner King

Seconded: Commissioner Ward

Roll Call

Commissioner Marquardt Yea

Commissioner Harris Yea

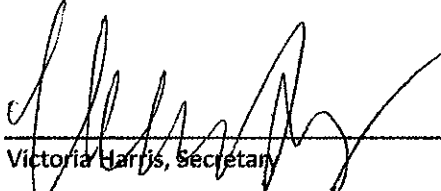
Commissioner Ward Yea

Commissioner King Yea

Passed: 4—0

A True Record

Attested by:


Victoria Harris, Secretary