



# CITY OF CAMBRIDGE

## BOARD OF ELECTION COMMISSIONERS

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### COMMISSIONERS

Ethridge A. King, Jr.  
Larry W. Ward  
Charles J. Marquardt  
Thomas Stohlman

### EXECUTIVE DIRECTOR

Tanya L. Ford

### ASSISTANT DIRECTOR

Lesley Waxman

## BOARD OF ELECTION COMMISSIONERS MEETING

### Minutes of July 10th, 2024

The meeting was called to order at 5:30 PM on July 10<sup>th</sup>, 2024, via Zoom, by the Chair, Commissioner King. Present were Commissioner Larry Ward, Commissioner Charles Marquardt, Commissioner Ethridge King, Commissioner Thomas Stohlman, Executive Director Tanya Ford, and Assistant Director Lesley Waxman.

#### Roll Call:

Commissioner Larry Ward:	Present
Commissioner Charles Marquardt:	Present
Commissioner Ethridge King:	Present
Commissioner Thomas Stohlman	Present

#### I. PUBLIC COMMENT

None given

#### Motion: To close Public Comment.

Moved by Commissioner King

Seconded by Commissioner Marquardt

#### Roll Call:

Commissioner Ethridge King:	Yes
Commissioner Charles Marquardt:	Yes
Commissioner Thomas Stohlman:	Yes
Commissioner Larry Ward:	Yes

Passed 4-0

#### II: MINUTES

Review of minutes from June 5<sup>th</sup>, and June 26<sup>th</sup>,

#### Motion: To accept the minutes from June 5<sup>th</sup> with corrections.

Moved by Commissioner Stohlman

Seconded by Commissioner King

#### Roll Call:

Commissioner Ethridge King:	Yes
Commissioner Charles Marquardt:	Yes
Commissioner Thomas Stohlman:	Yes

Commissioner Larry Ward: Yes

Passed 4-0

**Motion: To accept the minutes from June 26<sup>th</sup> with corrections.**

Moved by Commissioner Stohlman

Seconded by Commissioner King

**Roll Call:**

Commissioner Ethridge King: Yes

Commissioner Charles Marquardt: Yes

Commissioner Thomas Stohlman: Yes

Commissioner Larry Ward: Yes

Passed 4-0

Commissioner Ward agreed to send the meeting minutes to commissioners a week prior to meeting and send to Ms. Waxman by noon day of the meeting.

**III. Reports**

**1. Executive Director's Report**

Request a disposal of the voted ballots of the state primary from September 6, 2022, pursuant MGL Chapter 54-109 .

**Motion: Move To approve the disposal of the voted ballots of the state primary from September 6, 2022, pursuant MGL Chapter 54-109**

Moved by Commissioner King

Seconded by Commissioner Stohlman

**Roll Call:**

Commissioner Ethridge King: Yes

Commissioner Charles Marquardt: Yes

Commissioner Thomas Stohlman: Yes

Commissioner Larry Ward: Yes

Passed 4-0

Commissioner Marquardt confirmed with Executive Director Ford that the commissioners had previously voted to allow the staff to disposed of unvoted ballots in accordance with MGL without requiring a vote of the commissioner. Ms. Ford concurred.

**2. Assistant Director's Report**

- Mass Inactivation was completed on July 2<sup>nd</sup>; confirmation cards will be mailed out this week to 16,027 voters.
- Ms. Waxman is looking for a cover picture of the street listing book. Please send suggestions as soon as possible.
- Listed that 7-3 is temporarily relocated for the September 3<sup>rd</sup>, 2024 primary only.

**Motion: Move To accept all of the precinct listings.**

Moved by Commissioner King  
Seconded by Commissioner Stohlman

**Roll Call:**

Commissioner Ethridge King:	Yes
Commissioner Charles Marquardt:	Yes
Commissioner Thomas Stohlman:	Yes
Commissioner Larry Ward:	Yes

Passed 4-0

**3. Commissioners' Reports**

- Commissioner Marquardt and Commissioner Ward participated in a voter registration drive at Walden Square Apartments and registered three Cambridge voters and one person from a different community. The Walden Square Coordinator indicated he would like to do another one on the weekends for more opportunities for those who work during the week.
- Commissioner King suggested we can train others to perform voter registration, with rigorous training. Commissioner Ward noted training others would be a way to address the concern of the election commission is charged with "increasing voter registration".
- Ms. Ford noted that the commission has been doing voter registration for years, including working to train organizations wishing to do their own voter registration efforts.

**IV. Action Agenda**

**Old Business**

- SCTL needs PowerPoints and assessments by July 22<sup>nd</sup>, to go live by August 12<sup>th</sup>. All comments/feedback should be made immediately.
- Ms. Ford asked if poll worker lists have been updated.  
Ms. Waxman stressed to send names as we get them and not wait until election day.
- Commissioner Stohlman asked if we have a "bullpen" of workers. Ms. Waxman stated for Wardens and Clerks we try to hire from within. In terms of hiring inspectors Commissioner King has been collecting applicants and will distribute to appropriate commissioners.
- Ms. Ford noted we need talliers at the Senior Center on election night.
- Ms. Waxman noted if people want to work as talliers they need to complete paperwork. She also noted that the training schedule will be sent to people who have completed paperwork. In-person training will be Saturday, August 10<sup>th</sup>, and online will begin August 12<sup>th</sup>. Anyone who doesn't complete training by Friday August 30<sup>th</sup>, will not be able to work. If workers are hired within the last week before the election, they'll have until 5:00 pm the day before the election to complete training.
- Ms. Waxman noted commissioners also must schedule a tally training. People who work as volunteers don't get paid, but people who are only required to do tally training will get paid for it. The commissioners also need to schedule sub prescient training and if there will be one or two trainings.
- Ms. Ford noted that commissioners train early poll workers an hour prior polls opening.
- Commissioner King will manage a pool of workers in case they are needed on election day.

- Commissioner Marquardt noted that the first day of early in person voting for the primary is critical because it is the only day you can register at the site and vote at the site.
- Commissioner King asked how many workers we should have. Ms. Waxman stated three inspectors and two supervisors.
- Tally training and sub-precinct training will be on August 24<sup>th</sup>. It will take place in the second-floor conference room at 51 Inman Street from 11:00 to 12:30. Sub-precinct training will be in the same location from 1:00 pm to 2:30 pm.
- Ms. Ford noted that if we are hiring new people for tallying at the Senior Center, they need to be at the training. August 29<sup>th</sup> at 6:30 to 8 pm is the second option for tally and sub-precinct training.
- Commissioner King asked for suggestions on tallying workers. Ms. Ford suggested to start now for September to get them accustomed to the process for the November election.
- Commissioner Marquardt asked if we can hire city employees for tally looking to earn extra money. Ms. Ford will inquire about that.
- Commissioner Stohlman requested a copy of written training deadline dates.

#### **Statement of Financial Interest**

- Sixty-four people were mailed a failure to file notice on June 27<sup>th</sup>. Thirty people are still outstanding.
- Commissioner King asked if capacity in the office was good and Ms. Ford stated yes and they will hire more temps as needed.

#### **V. New Business**

- Commissioner Marquardt asked if we will be able to use the bank building to do Auto Mark testing. Ms. Ford stated she believes so.
- Commissioner Ward asked if there is a move in date. It was noted the space may change.
- Commissioner Marquardt asked if we know when we will be getting the cards for the Auto Mark testing. Ms. Ford stated no.
- Commissioner Stohlman asked when Auto Marks will be replaced. Ms. Waxman stated we are waiting for the state to certify new machines.
- Ms. Ford noted when she asked the state when to expect new machines, there is no answers.
- Next meeting is scheduled for the 24<sup>th</sup> at 5:30 via zoom.
- Commissioner Marquardt asked if there are any request for bake sales from the schools. Ms. Waxman said no.
- Commissioner King asked if we got school agreements back and Ms. Waxman said some schools have complied and some have not.
- Ms. Ford asked if Commissioner Marquardt find out if Morse school has a back entrance to the gym and he replied yes but it is not compliant. It is best to use the front door with stanchions.

**Motion: To adjourn the meeting at 6:43 PM.**

Moved by Commissioner King  
Seconded by Commissioner Stohlman

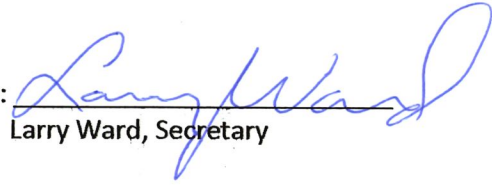
**Roll Call:**

Commissioner Ethridge King:	Yes
Commissioner Charles Marquardt:	Yes
Commissioner Thomas Stohlman	Yes
Commissioner Larry Ward:	Yes

Passed: 4-0

A True Record

Attested by:

  
Larry Ward, Secretary