

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 October 16th, 2024**

The meeting was called to order at 3:30 PM on October 16th, 2024, via Zoom, Present were Commissioner King, Commissioner Marquardt, Commissioner Stohlman, Commissioner Ward, Executive Director Tanya Ford, and Assistant Director Lesley Waxman.

Roll Call:

Commissioner King	Present
Commissioner Marquardt	Present
Commissioner Stohlman	Present
Commissioner Ward	Present

I. PUBLIC COMMENT

John Hawkinson stated he has been advised there are three tapes printed on election day. He hopes the commission figure out a way to post the tapes for the general election on election day.

Motion: To close Public Comment

Moved by Commissioner King

Seconded by Commissioner Marquardt

Roll Call:

Commissioner King	Yes
Commissioner Marquardt	Yes
Commissioner Stohlman	Yes
Commissioner Ward	Yes

Passed 4-0

II: MINUTES

Motion: To accept the minutes of October 9st with corrections.

Moved by Commissioner King

Seconded by Commissioner Stohlman

Roll Call:

Commissioner King	Yes
Commissioner Marquardt	Yes
Commissioner Stohlman	Yes
Commissioner Ward	Yes

III. Reports

1. Executive Director's Report

- No Report

2. Assistant Director's Report

- Received an email there will be a bake sale at the Russell Youth Center on election day.
- The staff mailed out over 22,000 early and absentee ballots thus far. Approximately 4,000 have been returned counting approximately 1,000 from overseas by email. Commission King asked if those will be counted election night or later. Ms. Waxman stated as many as can will be done on election night. Noting Professor Stewart from MIT will provide students to assist with tallying. She will talk with Catiria and Ms. Ford regarding how many can be used in the space we have. She also stated we should keep the 12th, 13th, 14th, and 15th free for a potential audit.

Commissioners' Reports

- Commissioner Marquardt reported last Thursday he registered a couple of new voters at Sancta Maria and picked up their ballot requests. He performed the same function at The Cambridge Rehab Center. He conducted a voter registration drive at the Cambridge Multi-Service Center from 12 noon to 3:00pm for unhoused individuals. No registrations were collected.
- Commissioner Ward reported speaking with CRLS principal Alan Gahant about assisting with the voter registration drive at the high school. He will have the coordinator call Commissioner Ward. Ms. Bartle's who called Commissioner Ward to report she is working with the high school and the Charter school to assist with voter registration of students as well.
- Commissioner King reported 95 Kirkland Street is not a valid address. Commissioner King shared a total of 81 applicants applied through the Cambridge portal. He stated Catiria said a lot of people are completing their paperwork. He will provide a head counts once they complete their training. He stdate there may be a bench of 20 people for the election. Commissioner Stohlman asked if we have any. Students working this election. Commissioner King reported he has two Students who have applied. Ms. Waxman added there appears to be four people with CRLS email addresses on the online training list.

IV. Action Agenda

Old Business

Presidential Election November 5th, 2024

- **Advance Processing** will be held on October 28th – November 1st.
- Ms. Ford stated she has been in contact with Commissioner's Stohlman's worker. He will send a list of potential workers. Commissioner Marquardt stated he reached to the worker Ms. Ford referred and she is available to work the whole week.
- **Post-processing** – Has been scheduled for November 13th. Only one commissioner needed onamsite. Commissioners will work out a coverage schedule. It will start at 9:00am in the Windsor Room at the Senior Center, in the basement.
- Ms. Ford asked about ballot packing. Ballot Packing is scheduled for November 1st, at 9:00am at 51 Inman Street. Commissioner Marquardt asked for information about memory cards for the AutoMark. Ms. Ford stated they have not received them yet. Commissioner King offered to help

with testing the AutoMark if needed. Commissioner Marquardt stated he would be available Friday morning to perform the AutoMark testing.

- **Posting election night tapes** – Commissioner Stohlman suggested we develop a procedure that allows the press and the public to see the tapes without having to ask commissioners on election at the Senior Center. Ms. Waxman explained one tape goes in the clerk's envelope, one goes in the unofficial results envelope and the third is on the wall at the polling site. At the end of the night, election workers are instructed to take everything they brought into the polling site with them. She suggested putting the tape from the polling site wall in an envelope and as they come into the Senior Center, staff will give them to Commissioner Stohlman to post for the press and public to see. Since this is a piolet, commissioners need to remind Wardens and Clerks this is an added procedure, as it is not in any of the trainings or training manuals. Commissioner Ward suggested marking the envelope as to clarify for Wardens and Clerks where they should go. Commissioner King stated he sees this as an "additional instruction, for people to forget and look like they didn't do a great job". He suggested waiting to the next election. Commission Ward asked what would happen if someone forgot to include the tape. Ms. Waxman stated since this is a piolet we won't worry about it.
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V. New Business

Requesting disposal of the ballots:

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Motion: Dispose of the ballots and election materials from the State election of November 8th, 2022 pursuant to Chapter 54 session 109 of Massachusetts General Laws.

Moved by Commissioner King

Seconded by Commissioner Marquardt

Roll Call:

Commissioner King	Yes
Commissioner Marquardt	Yes
Commissioner Stohlman	Yes
Commissioner Ward	Yes

Passed 4-0

Ms. Ford sent an email regarding election staff riding with the police officer to the Senior Center at the end of the election night. She suggested that commissioner inform the workers they will no longer be able to ride with the police officer and must get to the Senior Center on their own. Commissioner Stohlman reiterated the procedure is that Wardens and Clerks are expected to get to the Senior Center with the materials they are responsible for on their own and get home on their own. Ms. Ford said yes. She clarified they can give all the materials they are responsible for to the police officer to transport. Commissioner King pointed out there may be some workers who we must provide rides to the Senior Center. Commissioner Stohlman asked why they need to come to the Center if they are not transporting anything. Ms. Ford stated to answer questions if needed and complete paperwork. He asked if that could be done by phone and Ms. Ford said no. Commissioner King suggested commissioners look out for their workers and maybe give them a ride. Commissioner Ward asked if someone has to catch an Uber will the commission pay. Ms. Ford stated yes if receipts are provided. She also suggested commissioners can pay for ride sharing services and get reimbursed if that is easier. Ms. Ford also clarified this is only for workers to get from the polling place to the Senior Center. Commissioner Stohlman asked about rides from the Senior Center back to their cars. Ms. Ford said it could be submitted but not sure if that would be paid. Commissioner King asked if it is ok to separate the ballots from the poll worker. Commissioner Stohlman clarified that there are cast ballots in the poll envelopes then they must go with the police officer. He stated that would make the Warden and Clerk not responsible for transporting anything. Ms. Ford said yes. Commissioner King

asked if a police officer offered a ride can the worker accept. Ms. Ford stated it is a liability and the police are not happy with providing rides.

Commissioner Stohlman asked if a poll workers want a printed copy of the training manuals, can they get it mailed. Ms. Waxman said yes, just let Catiria know.

Next meeting October 23rd, at 3:30 pm via zoom.

Motion: To adjourn the meeting at 4:26 PM.

Moved by Commissioner King


Seconded by Commissioner Marquardt

Roll Call:

Commissioner King	Yes
Commissioner Marquardt	Yes
Commissioner Stohlman	Yes
Commissioner Ward	Yes

Passed 4-0

A True Record

Attested by: 
Larry Ward, Secretary