

# 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 April 2<sup>th</sup>, 2025

The meeting was called to order at 5:30 PM April 2<sup>nd</sup>, 2025, 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	Absent
Commissioner Stohlman	Present
Commissioner Ward	Present

Commissioner King reported that Bonita Cox did complete her Statement of Financial Interest paperwork.

#### Motion: To close SFI hearing

Moved by Commissioner King

Seconded by Commissioner Stohlman

#### Roll Call:

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

Passed 3-1

#### I. PUBLIC COMMENT

No public Comment

#### Motion: To close Public Comment

Moved by Commissioner King

Seconded by Commissioner Stohlman

#### Roll Call:

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

Passed 3-0-1

## II: MINUTES

**Motion: To accept the minutes of November 15<sup>th</sup>, 2024.**

Commissioner Ward thanked Commissioner Marquardt for his help in reviewing the minutes.

Moved by Commissioner Stohlman  
Seconded by Commissioner King

### Roll Call:

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

Passed 3-0-1.

**Motion: To accept the minutes of March 5<sup>th</sup>, 2025.**

Moved by Commissioner Stohlman  
Seconded by Commissioner King

### Roll Call:

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

Passed 3-0-1.

## III. Reports

### 1. Executive Director's Report

- No report. A reminder for all November election paperwork due August 31<sup>st</sup>, 2025.

### 2. Assistant Director's Report

- Ms. Waxman is still missing two School Committee Finance Campaign finance report Ruth Ryan Allen. Ms. Waxman is in the process of following up with her before reporting them to OCPF. Commissioner Stohlman will reach out to her.

Mr. Marquardt joined at 5:40 pm.

### Commissioners' Reports

- Commissioner Marquardt reported that 7 Fairmont Street is not a valid address.

## IV. Action Agenda

### Old Business

State/November 5<sup>th</sup> Review

### Review of November Election:

**Early Voting Hours** – Is there any way to continue voting on the Friday when the city closes at 12 noon. Ms. Ford and Ms. Waxman pointed out staff must work to complete data entry and produce the voting list printed after 12 noon. Commissioner Marquardt added there is substantial notice of voting hours and there are late hours on Monday.

**Election Worker Assignment and Agreement Forms** – Is there any way to make it all one form? Ms. Ford pointed out workers may think they are working both, early and day of election.

**Better Early Voting Election Worker Training** – A self-reminder to do a better job at training for early voting procedures. Commissioner King, ask what some of the issues at the Main Library were. Ms. Waxman pointed out there were over a hundred same day early voter registrations. As a result procedures will be changed in 2026.

**Elected Worker Training** – Ms. Waxman stated Poll workers manuals use to be given in person, then they were mailed and now workers preferred an electronic version. She stated it is a case of communicating which delivery method they prefer.

**Election Worker Acknowledgement**

Commissioner Stohlman suggested an appreciation badge.

**Commissioner/Office Communications**

We need a standard spreadsheet format for election worker assignments. Ms. Waxman stated she will email a format to commissioners.

**Voting Booth Lighting**

Pilot program with cheap portable flashlights was successful.

**Polling Place Equipment**

Trash cans are needed. The main entry needs handicapped door. Ms. Ford noted she can mention it the head of the water department.

**Commissioner King** asked for an update on office moving. Ms. Ford stated she's been told it could happen in April or May. She pointed out May would be better.

Commissioner Marquardt stated that polling locations that must make too many adjustments, they stop hosting the elections. He suggested hiring an additional worker to assist voters.

**Commissioner Stohlman** noted it would be nice to simplify election worker paperwork. Ms. Ford pointed out workers are not a part of the municipal retirement system. This system is in place via the IRS. Ms. Ford noted that personnel made the decision that everybody must complete paperwork.

**Commissioner King** asked why employees of the city must fill out poll worker paperwork as well. She stated because you must have a separate employee number. Ms. Ford also stated the city does not take Social Security out of paychecks. She also noted paying stipends would avoid retirement money issues. Workers get paid hourly and overtime and are eligible for yearly living wage increases. Therefore, this would be

**Commissioner Ward** asked if a way is to compensate someone for overtime if they got a stipend.

**Ms. Ford** said no. Ms. Waxman pointed out if the stipend falls under the living wage amount, the city will not allow it.

**Commissioner Stohlman** pointed out even under stipends there would still be paperwork.

**V. New Business**

**2025 Municipal Election Calendar**

**2025 Municipal Election Calendar**

**July 1:** Municipal Election Nomination Papers available at Election Commission office.

**July 31: 5 p.m.** deadline to submit nomination papers & statements of financial interest for candidates.

**August 14: 5 p.m.** deadline for Election Commission to certify signatures on nomination papers.

**August 18: 5 p.m.** deadline for municipal candidates to file withdrawal of nomination.

**October 25:** Last day to register to vote in municipal election. In person registration hours at the Election Commission office are **9:00 a.m. to 5 p.m.** Online registration must be completed by **11:59 p.m.** Mail-in registration must be postmarked by October 25th.

**October 25:** In person early voting period begins. Locations and hours will be posted at the Election Commission office and online at [www.cambridgema.gov/election](http://www.cambridgema.gov/election).



**October 27:** Deadline for **School Committee** candidates and **Political Committees** to file Municipal Campaign & Political Finance Reports. (**City Council** candidates should consult their OCPF packets regarding depository-filing requirements).

**October 28:** 5 p.m. deadline to request a ballot by mail.

**October 31:** In person early voting period ends. Locations and hours will be posted at the Election Commission office and online at [www.cambridgema.gov/election](http://www.cambridgema.gov/election).

**November 3:** Noontime (12 p.m.) deadline to apply for absentee ballot for over-the-counter voting.

**November 4:** **Municipal Election. Polls are open 7 a.m. until 8 p.m.**

All vote-by-mail ballots (except overseas absentee ballots) must arrive at the Election Commission office by 8 p.m. to be counted. **Ballot count begins at Senior Center, 806 Massachusetts Avenue, Central Square after the polls close.** Overseas absentee ballots are due by 5 p.m. on Friday, November 14th, but must be postmarked by November 4th.

**November 5:** 9 a.m. Ballot count resumes at Senior Center, 806 Massachusetts Avenue, Central Square.

**November 14:** Overseas absentee ballots and provisional ballots will be counted at 5 p.m.

**\*In person early voting and drop box locations and hours will be posted online at [www.cambridgema.gov/election](http://www.cambridgema.gov/election) and will be available at the Election Commission Office.**

Commissioner Stohlman asked if the legislator accepts the new charter could it be on the ballot for this election. Ms. Ford stated yes. She also concurred that there could be several ballots.

**Motion: To accept the 2025 Municipal Election Calendar**

Moved by Commissioner Stohlman

Seconded by Commissioner King

**Roll Call:**

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

Passed 4-0

Commissioner Stohlman stated he would like to attend the budget hearing. Ms. Ford explained the Election Commission will get a date and time and the City Council will let you know if you have been called. If called, you will answer questions.

Next meetings will be April 16<sup>th</sup>, at 5:30 pm via zoom and April 30<sup>th</sup>, at 5:30 pm via zoom.

**Motion: To adjourn at 6:24 pm**

Moved by Commissioner King

Seconded by Commissioner Stohlman

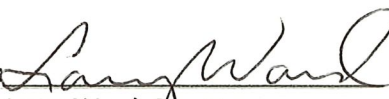
**Roll Call:**

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

Passed 4-0

A True Record

Attested by

  
Larry Ward, Secretary