



CITY OF CAMBRIDGE

BOARD OF ELECTION COMMISSIONERS

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COMMISSIONERS

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

EXECUTIVE DIRECTOR

Tanya L. Ford

ASSISTANT DIRECTOR

Lesley A. Waxman

BOARD OF ELECTION COMMISSIONERS MEETING

Minutes of June 18, 2025

The meeting was called to order at 5:30 pm June 18, 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	Present
Commissioner Stohlman	Present
Commissioner Ward	Present

I. PUBLIC COMMENT

No public Comment

Motion: To close Public Comment

Moved by Commissioner Ward
Seconded by Commissioner Stohlman

Roll Call:

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

Passed 4-0

II: MINUTES

Motion: To accept the minutes of May 28, 2025 with correction.

Moved by Commissioner Stohlman
Seconded by Commissioner King

Roll Call:

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

Passed 4-0

III. Reports

1. Executive Director's Report

- Ms. Ford provided an update on the office's move from 51 Inman St. to 689 Mass Ave. She reported that there are the usual issues associated with a move such as making sure everything fits appropriately, that all the keys for desks and cabinets are identified and making sure all electrical outlets work. She and the staff are working with the City Manager's office and Department of Public Works to correct any issues identified. The staff are very excited to be in the new space which is more open and lighter than the old office.

Assistant Director's Report

- As of June 18th at 5:00 pm 57 SFI's have been returned.

Commissioners' Reports

- None.

IV. Action Agenda

Old Business

Municipal Election

- In response to a question from Commissioner King, Ms. Ford reminded the Commissioners that poll worker lists are due by the end of August.
- Ms. Waxman led a discussion of the Candidate's Packet provided to every municipal election candidate when they pull nomination papers which become available July 1st.

Various policies included in the packet contain references to July 2023 as that was anticipated as the transition date for migrating to an updated VRIS. The transition has not yet happened and is currently not scheduled. Therefore, the policies should be updated to remove the references to July 2023.

Motion: To update the following policies to remove the references to July 2023:

- **Voter List (File) Policy & Fee Schedule (Policy 97.1)**
- **Street Listing Policy & Fee Schedule (Policy 97.2)**
- **Availability of Voter History (Policy 99.1)**
- **Early Voter Extract and Absentee Voter Extract Policy (Policy 23.1)**

Moved by Commissioner Ward

Seconded by Commissioner Stohlman

Roll Call:

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

Passed 4-0

Various polies within the packet contain references to CD's and the associated costs to obtain them. As technologies have evolved the vast majority of requests are fulfilled by attaching files to an email. The references to CD's and the associated costs should be removed from the policies to reflect current operating procedures.

Motion: To update the following policies to remove the references to CD's and associated costs:

- Voter List (File) Policy & Fee Schedule (Policy 97.1)
- Street Listing Policy & Fee Schedule (Policy 97.2)
- Availability of Voter History (Policy 99.1)
- Early Voter Extract and Absentee Voter Extract Policy (Policy 23.1)
- Fee Schedule (Policy 83.2)

Moved by Commissioner Ward
Seconded by Commissioner Stohlman

Roll Call:

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

Passed 4-0

New Business

Next meeting will be July 2nd, at 5:30 pm via zoom.

Motion: To adjourn at 5:59 pm

Moved by Commissioner Ward
Seconded by Commissioner Stohlman

Roll Call:

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

Passed 4-0

A True Record

Attested by: 
Charles Marquardt, Secretary