



CITY OF CAMBRIDGE

BOARD OF ELECTION COMMISSIONERS

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COMMISSIONERS

Artis B. Spears
Darleen G. Bonislowski
Ethridge A. King, Jr.
Polyxane S. Cobb

EXECUTIVE DIRECTOR

Marsha Weierman

Minutes of the Board of Election Commissioners Meeting Wednesday, January 7, 2009

A regular meeting of the Cambridge Election Commission was held at the Election Commission Office on Wednesday, January 7, 2009. The meeting was called to order at 3:00 p.m. All four Commissioners, the Executive Director, Karen Francis, Commission staff, and Ethan Philip Cobb were present.

- I: Minutes - The minutes of the December 17, 2008 meeting was reviewed. Commissioner Bonislowski requested that her comments during the discussion of the vault [II: 1: C] concerning what public records had to be kept in the vault be added. Commissioner King moved the minutes be accepted with the one correction; Commissioner Bonislowski seconded the motion and the motion passed 4-0.

II: Reports

- 1: Executive Director Report - [see attached]
- A: 2008 Presidential Elections: The Executive Director provided Commissioners with the Wardens' assessments of Election Workers.
 - B: Annual City Census: The designing and printing of the census forms are progressing on schedule.
 - C: Office of Campaign Finance Reports: A reminder letter has been sent to School Committee candidates reminding them of the January 20, 2009 deadline for filing End of Year reports.
 - D: SFI Reports: The outstanding Statement of Financial Interests, for Richard Peters, on whom the Board voted to assess a fine of \$50.00 for non-compliance on December 4, 2008, remains outstanding. The Executive Director reported that she was making a final attempt at achieving compliance before informing the Attorney General of the Commonwealth, the District Attorney of Middlesex County, and the City Solicitor.
 - E: Federal census: The Executive Director suggested that she invite Cliff Cook and Jeff Amero of the Department of Management Information Systems, to discuss how the city plans to approach the census. The Commissioners agreed that such a discussion would be useful.
 - F: Vault: The Executive Director called Susan Flannery from the Library to discuss the possibility of storing Commission materials of historic interest with the Library. Ms Flannery said that it would be useful to her to know

what kinds of materials and how many might be involved. The Executive Director suggested that a joint visit to the library to view and assess the materials could be arranged and Ms Flannery agreed. The Executive Director will arrange such a visit. Commissioner Bonislawski suggested that Charles Sullivan of the Historic Commission be invited as well.

G: Budget: The Executive Director produced copy of the narrative to accompany Election Commission budget figures for the city budget. [see attached]

H: The Commission has received two informal proposals for a vendor to conduct the computer program for the upcoming city election. The Board will invite both to speak to the Board in February. The contract will not be awarded until the beginning of the new fiscal year which begins in July of 2009.

2: Commissioners Reports - there were no Commissioner reports

III: Action Agenda - Old Business

1: 2009 Census

New Business

1: Status of the Vault - Commissioner Bonislawski expressed concern for the condition of the materials in the vault. She noted that the Commission does not have firm information about how the building is being maintained now that it is uninhabited. She noted that paper is sensitive to swings of heat and cold, that vermin, especially squirrels and mice have a fondness for paper. Excessive water or water vapor could encourage the growth of mold. All of these endanger the records. The Executive Director said she would contact the Department of Public Works which is presently in charge of the building, to get answers to these questions.

Commissioner Bonislawski moved and Commissioner Spears seconded a motion that the meeting adjourn. The motion passed 4-0 and the meeting adjourned at 4:30 p.m.

Attested by: Polyxane S. Cobb, *Secretary to the Board*