



CITY OF CAMBRIDGE

BOARD OF ELECTION COMMISSIONERS

51 Inman Street, Cambridge, Massachusetts 02139-1732 • Telephone 617-349-4361 • TTY: 617-492-0235
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COMMISSIONERS

Ethridge A. King, Jr.
Poly S. Cobb
Peter Sheinfeld
Larry W. Ward

EXECUTIVE DIRECTOR

Tanya L. Ford

ASSISTANT DIRECTOR

Lesley Waxman

To: Robert W. Healy, City Manager

From: Tanya L. Ford, Executive Director

Date: October 31, 2012

Re: Response to Request for Additional information on the Broken Elevator at Maria L. Baldwin School on Thursday, September 6, 2012 (State Primary)

In response to the Council Request reference above, I report the following:

In response to request for a timeline of the incident of the elevator in need of service located at the Maria L. Baldwin School, 28 Sacramento Street, Cambridge, Ward 7, Precincts 1 and 2, which occurred on Thursday, September 6, 2012 during the State Primary Election.

The following timeline is available:

6:45 a.m. Office called to check that phone lines were working at polling location. Warden informed office staff member that the elevator was broken and that they were informed that someone was on the way to repair it.

Between 6:45 a.m. & 12:45 p.m. One voter was brought down by elevator by the building custodian as the elevator was operable with a key. The other voter was assisted by a Clerk down the stairs to vote.

Approximately 12:00 p.m. I was contacted by the complaint received by the City Manager's Office regarding the broken elevator.

Approximately 12:00 p.m. I contacted the Warden informed him of the Contingency Plan for Disabled Voters as per the training Handbook for Wardens and Clerks and that signage should be put out to inform voters. I also asked the Lesley Waxman, Assistant Director to contact the School Department, Director of Facilities. She was informed that he would tend to the repair immediately. I contacted Commissioner King to inform him of the situation and how the Warden was directed to proceed. Commissioner King went directly to the polling location to make sure the procedures were being followed. The office prepared additional Check-In & Check-Out Lists and signage to be taken to the polling location. As per

Commissioner King signs were added to the sandwich boards notifying voters of the broken elevator and a poll worker with a check-in list were stationed at the door.

Approximately 12:25 p.m. the Commission for Persons with Disabilities indicated having received the complaint on Election Day.

Approximately 12:45 p.m. the office received a call from the Director of Facilities that the elevator was fixed.

With reference to procedures going forward, the Election Commission has established procedures and training for Election Workers for Election Day. These procedures were established to provide direction for temporary assistance (reasonable accommodations) to the voter as an alternative means of voting if the polling place is inaccessible to that voter. Where a barrier (broken elevator) removal is not readily achievable, the accommodations as described in the Contingency Plan should have been made available. However, the plan being available establishes nothing if the response is not immediate and the procedure is not followed.

An "Incident/Precinct Report Form" has been created and will be utilized by the Commissioners, Executive Director, Election Commission staff and Election Workers on all future election days. The form will include information pertaining to the description of the incident, time reported (timeline), complainant, authorities/personnel contacted, response to incident etc.

In reference to the upcoming election, I have been informed by the school that lighting is being checked and replaced as needed and elevators are also being checked at each school polling location for the upcoming election. In addition, a meeting of the election related departments was scheduled but due to the weather on Monday, October 29, 2012 it was canceled. I will follow up with each department, as has been the procedure, to coordinate and ensure all plans and procedures are in place for the upcoming election. There are plans to hold election coordination meetings prior to each election in the future. The meetings will include communication between election related departments and discussion of lighting, parking, polling location preparedness, signs, accessibility etc.



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To: Robert W. Healy, City Manager

From: Tanya L. Ford, Executive Director

Date: October 31, 2012

Re: Response to Request for Additional Information on Accessibility at the Ward 3 Precinct 1, King Open School

In response to the Council request, October 22, 2012, I report the following:

I have reviewed all potential concerns of accessibility at the polling location inside Ward 3 Precinct 1, King Open School. A meeting was scheduled at the King Open School today October 31, 2012, to identify any possible accessibility issues in the polling area. At the conclusion of the meeting, there seemed to be no accessibility (Elderly or Handicapped) issues. Additionally, I have been informed by the School Department that the doorways and hallways are ADA compliant and lighting is being checked and replaced as needed prior to Election Day.

The King Open has limited space due to the increasing number of students. Recently the school split the large classroom, which was being utilized as a polling location into two classrooms. The polling location is located in what is designated as the "Music Room". The school has been very accommodating and plans to move the music equipment, cabinets, shelves etc. out of the room to prepare for the upcoming election.