

selectmen@berkleyma.us

From: selectmen.clerk@berkleyma.us
Sent: Tuesday, June 4, 2024 1:47 PM
To: Matt Chabot
Cc: TMCCROHANbos@berkleyma.us; Chief Baker
Subject: Report of Threat

Good Afternoon,

I wanted to make you all aware of an incident/threat that was voiced to me today. Ms. Wendy Cochrane came in to deliver her Master Key to the Town Administrator's Office at approximately 1:20p.m. on June 4, 2024. While I cannot recall verbatim what Ms. Cochrane said – she said you can tell “that bitch” [Jen Vincent] that I returned the key and she then proceeded that she's going to take her down. She was loud, in my face, and yelling about her losing her pension, how things aren't fair about getting a clerk now, etc. She did not threaten me personally, but I felt her words about Ms. Vincent needed to be shared.

Thank you,
Holly K. Marchand
Assistant Town Administrator



Town of Berkley
Board of Selectmen

P: (508) 824-6794 **F:** (508) 822-4603

Town Hall Hours:

Mon - Thurs: 9:30am - 2:30pm

Fridays: Closed

www.townofberkleyma.com

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From: jvincentbos@berkleyma.us
Sent: Tuesday, June 4, 2024 1:49 PM
To: Tabitha McCrohan
Cc: Matthew Chabot; Holly Marchand
Subject: Workplace and Town Resident Harassment by an Elected Official

Good Afternoon Chairwoman McCrohan,

I would like to request information on initiating a harassment investigation. Please see my reasoning below:

Since beginning my term as selectmen I have witnessed and listened to elected officials and appointed staff experience a rising level of what I would deem as bullying and harassing behavior by the current Tax Collector and former Treasurer and Selectmen Wendy Cochrane.

Our responsibility is not only to the residents of Berkley but also to our appointed staff. There are laws and policies around harassment and bullying for a reason. I am concerned that if the harassment and bullying continue the town could be held liable in a lawsuit. More importantly, I am concerned about the health and well being of all staff in Town Hall including elected and appointed officials.

I therefore request that our Town Administrator speak with Town Council and launch a full investigation into all allegations. As this individual is also an elected official, I would like the Town Administrator to inquire whether or not the investigation of harassment can include residents of the Town that the elected official ultimately reports to.

I am requesting the investigation be done professional and that if funding is needed to pursue the full investigation we bring the request to the full board for a vote.

I do not make this request lightly, I would never choose to use tax payer dollars for anything I did not fully believe to be a serious issue.

Thank you,
Jennifer Vincent
Selectmen

When does it start

Scope limitation

All Departments

She's not well.

From: selectmen@berkleyma.us
Sent: Monday, June 3, 2024 3:34 PM
To: 'selectmen.clerk@berkleyma.us'
Subject: Workplace Violence
Attachments: Workplace Violence Policy - Approved.pdf

“ **Intimidation** is engaging in actions that include, but are not limited to, stalking or behavior intended to frighten, coerce, or induce duress.”

“Employees who observe or who are the victim of violent behavior by anyone on Town property should report the incident immediately to a supervisor, department head or the Town Administrator, as appropriate, whether or not the alleged offender is a Town employee. Threats or assaults that are of an emergency nature and require immediate attention should first be reported to the Police Department.

All reports of violence shall be evaluated immediately, and appropriate action shall be taken, where possible, in order to help protect the employee(s) from further violence. Appropriate disciplinary action shall be taken when it is determined that an employee has committed threats or acts of violence, in violation of this Policy.

The Town Administrator or his or her designee shall be responsible for responding promptly and appropriately to any report of violence in the workplace and conducting an investigation into the alleged incident, when necessary.

Workplace incidents involving emergency and/or criminal activity shall be referred to the Police Department for investigation in appropriate circumstances. An administrative investigation may be conducted by the Town Administrator or his designee, concurrent with any criminal investigation, in cooperation with the Police Department. The Town Administrator or his designee shall conduct administrative investigations in a confidential manner, to the extent possible.”



Matthew Chabot

Town Administrator

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