

October 10, 2024

Personal & Confidential

Via certified mail and first-class mail

Wendy Cochrane
520 Berkley St.
Berkley, MA, 02779

Re: Investigation result and proposals

Dear Ms. Cochrane:

In the wake of the findings of the investigative report by Discrimination and Harassment Solutions, LLC dated August 21, 2024 and the ensuing hearing of the Berkley Board of Selectmen held on September 27, 2024, the Town would like to seek a resolution that provides a safe and productive work environment for all its staff.

In seeking such a resolution to the violations of the Town of Berkley's Workplace Violence and Code of Conduct policies, the Town has repeatedly demonstrated a willingness to work with you, and will continue to do so, hoping that we have a shared goal of resolution.

Any possible resolution to result of this investigation will require your engagement and effort.

In that spirit, the Town submits the following proposals:

1. That Ms. Cochrane will attend coaching services through All-One-Health's EAP program. While the Town acknowledges that said services are not mandatory, Ms. Cochrane may find both personal and professional value in attending. These will take the form of a one-on-one that will be strictly confidential.
2. That Ms. Cochrane will communicate with Mrs. Ashleigh Haslem and Mrs. Holly Marchand, and vice versa, through electronic means exclusively. Communication should remain professional and respectful at all times. Communication should solely focus on topics related to work and should be informed by the Town of Berkley's Code of Conduct policy.

If you should have any questions regarding the following proposals, please reach out to this office through counsel.

A copy of this letter will be placed in your personnel file.

Sincerely,



Matthew Chabot,
Town Administrator

cc: Select Board

Tabitha McCrohan, Chair
Joe Freitas, Member
Jennifer Vincent, Clerk
Atty. Caitlin Oliver
Atty. Kate Feodoroff