

September 11th, 2024

Personal & Confidential

Via certified mail and first-class mail

Wendy Cochrane
520 Berkley St.
Berkley, MA, 02779

Re: Notice of Hearing

Dear Ms. Cochrane:

Notice is hereby given that the Berkley Board of Selectmen is holding a hearing on Thursday, September 19th, 2024 at 9:00AM, to be held in Executive Session to discuss your complaints filed against you, the results of an independent investigation and possible remedies. The reasons therefore are set forth in the investigative report, enclosed herewith and incorporated herein as if fully stated and summarily are as follows:

Investigator Report

1. As a result of numerous complaints against you about various instances of anger, harassment and unprofessionalism by numerous Town of Berkley employees, an independent investigation was conducted.
2. The investigative report by Discrimination and Harassment Solutions, LLC, dated August 21, 2024 (enclosed) sustained several serious violations of Town of Berkley policy:
 - a. Violation of the Town Code of Conduct on several occasions in dealing with Town Accountant, Ashleigh Haslam.
 - b. Violation of the Town Code of Conduct on several occasions in dealing with Assistant Town Administrator, Holly Marchand.
 - c. Violation of the Town Workplace Violence Policy in dealing with Assistant Town Administrator, Holly Marchand.
 - d. Untruthfulness regarding return of the Berkley Town Hall master key.

3. You declined to be interviewed as part of this investigation into allegations against you.
4. Pursuant to the Open Meeting Law, you have the following rights:
 - i. To request that the hearing be conducted in Open Session.

And if held in executive session

- ii. To be present at such executive session during deliberations which involve you.
- iii. To have counsel or a representative of your own choosing present and attending for the purpose of advising you and not for the purpose of active participation.
- iv. To speak on your own behalf; and
- v. To cause an independent record to be created of said executive session by audio-recording or transcription, at your expense.

Exhibits to the investigation of complaint will be forwarded to an email address of your choosing.

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

Sincerely,

A handwritten signature in black ink, appearing to read 'Matthew Chabot', with a long horizontal flourish extending to the right.

Matthew Chabot,
Town Administrator

cc: Select Board

Encl.