

**Trust of Charles Downer fbo Town of Sharon
dba Chester Downer Endowment Fund**

Special Meeting August 8, 2025 at 9am
Town of Sharon Town Offices, 15 School Street, Sharon, VT

In Attendance: James (Jim) Kearns, Trustee/Chair; Martha Fisk, Trustee; Justin Shipman, Trustee
Deborah (Deb) Jones, Sharon Town Treasurer; Pamela (Pam) Brackett, VP of the Pine Hill
Cemetery Association, Inc. Board

The meeting was called to order by Jim Kearns at 9:00am.

1. Jim Kearns stated that the purpose of the special meeting was to review a request from the Pine Hill Cemetery Association. Jim outlined the request for assistance from the Downer Endowment Fund in the amount of \$5000 towards the total quoted cost of \$9500 to purchase a new mower. Martha Fisk said that the new mower would be a zero-turn mower. Pam Brackett added that the new mower is more suitable to mowing around the stones and the old mower/tractor would be kept for mowing the steeper grades and for other tasks. It was noted Pine Hill Cemetery staff mows the Town/Church green every year using the mower owned by Pine Hill Cemetery and are reimbursed by the Downer Endowment for the cost of labor to do so. All of the Trustees confirmed that the terms of the Downer will would allow for this use of funds and has used it for this purpose in the past.

Deb Jones showed the current financials to the Trustees as of June 30, 2025 with \$10,690.81 available for spending in the Restricted Fund Balance, but approximately \$1000 to \$1300 of that amount would likely be approved at the 2025 annual meeting for annual requests and Probate Court filing fees.

2. **Jim Kearns made a motion to award the Pine Hill Cemetery Association \$5,000 of Downer Fund proceeds for the purpose of supporting the purchase of a new mower subject to the approval by the Judge. Justin Shipman seconded the motion. The motion carried 3-0-0.**

Deb will prepare the documents for the Judge as well as the paperwork to have Justin acknowledged as a new Trustee. Martha asked if she should write the warrant and it was decided that the warrant could be drafted pending approval by the Probate Judge.

3. Other Business: Jim Kearns confirmed with Deb Jones that she would be preparing the Trust's tax return by the due date. The annual meeting will be scheduled later this fall.
4. Jim Kearns made a motion to adjourn the meeting, Justin Shipman seconded. The motion was passed 3-0-0 and the meeting adjourned at 9:24am.

Respectfully submitted by Deb Jones, Treasurer for the Town of Sharon