

**Town of Fair Haven**  
**Zoning Board of Adjustment**  
Fair Haven Municipal Building  
5 North Park Place  
August 11, 2025 7:00pm  
**Organizational Meeting**

**Present:** Deb Laiacona, Patrick Frazier, John Lulek, RoseAnn VanLew - clerk

**Absent:** Jake Helm (alternate)

**Others Present:** Phil Adams - Zoning Administrator

**Agenda**

1. **Call to Order and Conflict of Interest:**

The meeting was called to order at 7:10 pm by RoseVanLew. She, as the ranking member of the Zoning Board, will run the meeting until the Chair is elected.

2. **Roll:**

Ms. Van Lew called the roll of the Board Members present and absent. **Present:** Deb Laiacona, Patrick Frazier, John Lulek, RoseAnn VanLew - clerk **Absent:** Jake Helm (alternate)  
**Others Present:** Phil Adams - Zoning Administrator

3. **Organizational Meeting**

Election of officers shall be conducted as the first order of business at the meeting of the Election. This is done by vote of the membership for the following positions: Chair/Co-chairs, Vice Chair, Clerk. Nominations for these positions will be done from the floor.

Mrs. VanLew opened the floor for nominations for the Role of Zoning Board Chair. Ms. Laiacona **nominated RoseAnn VanLew as the Chair of the Fair Haven Zoning Board of Adjustment.** Mr. Frazier seconded the motion. Mrs. VanLew accepted the nomination. There were no other nominations. All were in favor of the nomination and the nomination passed.

Mr. Lulek **nominated Patrick Frazier for the role of Vice-Chair of the Fair Haven Zoning Board of Adjustment.** Mr. Frazier accepted the nomination. There were no other nominations. All were in favor and the nomination passed.

Mrs. VanLew **nominated Deborah Laiacona as Clerk of the Fair Haven Zoning Board of Adjustment.** Mr. Frazier seconded the motion. Mrs. Laiacona accepted the nomination. There were no other nominations. All were in favor and the nomination passed.

3. **Other Business:** Adoption of Rules and Procedure and Conflict of Interest Policy.

Mr. Lulek **motioned that the Zoning Board accept the Policy as outlined for the Fair Haven Planning Commission and distributed by ZA Adams at the meeting with a change in title.** Mrs. Laiacona seconded the motion. Discussion as had that the policy was "unofficially" followed at previous meetings. All were familiar with the policy because they had been either on the ZBA or the PC in the past. Mrs. Laiacona asked if there was anything that

wasn't appropriate for the ZBA meetings. ZA Adams stated there is a basic outline for holding a meeting, decision making practices, the policy should make the Chairs role easier. Mr. Lulek suggested conflict of interest be added and the members recusing themselves. Mr. Lulek added that the ZBA needs more members. Mr. Frazier asked in the past how many members have been on the ZBA? ZA Adams stated around the number that is currently on the board, but has been as high as 7. The Selectboard is wary to add more slots as that would require more people to establish a quorum. Mrs. VanLew asked about length of term for ZBA members. ZA Adams stated that members have different length terms, and they are staggered. Mrs. VanLew, Mrs. Laiacona, Mr. Frazier all have three year terms and end in 2027. Mr. Lulek's term is a three year term expiring in 2026. Mrs. VanLew states she believes 5 members are a good number for a term. Mr. Frazier asked about the role of alternates - who are called to make a full board if needed. **All were in favor and the motion passed.**

Mrs. VanLew stated that the ZBA has received two applications for development in the flood hazard area. ZA Adams gave a small review. The applications are from the same applicant. He asked the ZBA to look at zoning for flood hazard area so they can be prepared for the meeting when it is noticed and scheduled. Mrs. VanLew was going to suggest September 15th for the meeting, but wasn't sure when the State Report would be returned to the town. Mrs. VanLew would feel more comfortable with hearing their application if they wait for the report. Mr. Ellis submitted the application on August 7th. Mrs. Laiacona asked about the procedures for written decisions for ZBA applications. Mrs. Laiacona **motioned to wait until the State Report was received by the town before hearing the applications.** Mr. Lulek seconded the motion. All were in favor and the motion passed.

Mr. Frazier asked ZA Adams about protection from being sued, if the town would cover them with their insurance or if a person had to cover their own costs. ZA Adams suggested he speak with the Town Manager.

Mrs. VanLew asked if there was anything else to discuss. ZA Adams asked about the applications transfer of hands. ZA Adams suggested the discussion of the applications are addressed concurrently. Mrs. VanLew asked if each member could see a copy of the reports before the hearing. ZA Adams stated that he isn't sure that the applicant could be required to share the document before the meeting. ZA Adams will check if he can share the reports with the PC after receiving the reports. Mrs. VanLew stated that the State could say first that the application cannot be completed as drawn up. Mrs. VanLew wanted to give the application back to ZA Adams until the State Report was received.

ZA Adams asked about how the board wanted to handle signing written decisions. Mr. Lulek **motioned to have the Chair sign all written decisions rather than the entire board.** The motion as seconded by Ms. Laiacona. All were in favor and the motion passed.

#### 4. **Adjournment:**

Mr. Lulek **motioned to adjourn the meeting at 7:57 pm.** The motion was seconded by Mrs. Laiacona. Mr. Frazier will let us know if the Zoning Board was covered by the town insurance if we were to be sued individually as Board Members due to actions on the boards. **All were in favor and the motion passed.**

Respectfully Submitted,  
Jennifer Jackson, Minute-taker