

**Town of Fair Haven**  
**Zoning Board of Adjustment**  
Fair Haven Municipal Building  
5 North Park Place  
December 15, 2025 7:30pm  
**Special Meeting**

**Present:** Rose Anne Van Lew - chair, Patrick Frazier - vice chair, Paul Jardine - clerk, John Lulek, Jim Lynch

**Absent:** Jake Helm (alternate)

**Others Present:**

**Agenda**

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

The meeting was called to order at 7:30 pm by Rose Anne Van Lew.

**2. Review of Minutes of Previous Meetings and Hearing**

**a. September 15, 2025 - Special ReOrganizational Meeting**

Mr. Lulek motioned to accept the minutes. The motion was seconded by Mr. Frazier. Ms. Van Lew called for discussion Mr. Jardine stated that in the New Business section B; "The warnings needed to be published for 15 days in a newspaper of record before the hearing could happen." was misleading and asked that the minutes reflect the wording from statute "*The warning needs to be published not less than 15 days of the hearing in a newspaper of record within the municipality affected*". Mr. Lulek **motioned to accept the minutes from the September 15th meeting with the noted corrections.** The motion was seconded by Mr. Linch. All were in favor and the motion passed.

**b. October 20, 2025 - 14 Cottage Street**

Mr. Lulek **motioned to accept the minutes as written from the October 20, 2025 - 14 Cottage Street hearing.** The motion was seconded by Mr. Frazier. No discussion on the motion, all were in favor and the motion passed.

**c. October 20, 2025 - 0 Cottage Street**

Mr. Lulek **motioned to accept the minutes as written from the October 20, 2025 - 0 Cottage street hearing.** Mr. Frazier seconded the motion. Ms. Van Lew called for discussion, Mr. Jardine read an email he received from Green Mountain Power, an adjacent property owner, reading; "

*From: Jakubowski, William <[William.Jakubowski@greenmountainpower.com](mailto:William.Jakubowski@greenmountainpower.com)>*

*Sent: Thursday, November 13, 2025 3:16 PM*

*To: Paul Jardine*

*Subject: RE: Notice of Public Hearing - Town of Fair Haven*

*Hi Paul,*

*Out of curiosity, I looked at your ZBA minutes for the 10/20 meeting. The attached caught my attention. Mr. Ellis stated, under oath I assume, that GMP is giving its easement up and that he had spoken to Matt Jakoboski. I assume he means me. Matt Jakubowski is my cousin and works for the State of VT Division of Fire Safety. I have not spoken with Jared Ellis about his plans at the end of Cottage Street, nor has anyone else at GMP to the best of my knowledge. I wanted you to be aware since it is now part of the record which would need to be corrected.*

Thanks,  
Jake”

Mr. Jardine stated the email could not be brought as testimony as Jake and Green Mountain Power did not attend the meeting, he just wanted the e-mail noted in the new minutes to reflect their point of view. The ZBA was in favor of recording the email in the minutes from December 15, 2025. All were in favor of the motion and the motion passed.

**d. November 3, 2025 - 55 Academy Street**

Mr. Lulek abstained from voting due to his absence from the meeting. Mr. Jardine **motioned to accept the minutes from November 3, 2025 as written.** The motion was seconded by Mr. Lynch. No discussion, all, minus Mr. Lulek’s abstention, were in favor and the motion passed.

**e. November 17, 2025 - 57 Lewis Lane**

Mr. Frazier **motioned to accept the minutes from November 17, 2025 as written.** Mr. Lynch seconded the motion. No discussion, all were in favor and the motion passed.

**3. Old Business**

Ms. Van Lew after the last hearing noted that residents were completing construction before applications were applied for, she brought the idea of sending a notice out with the Water Bill in the spring reminding people to check their zoning regulations before constructing, to Town Manager Gunter. He stated it would be a great idea and didn’t need to go before the selectboard for approval. Mr. Frazier wanted to note that he and Ms Van Lew did bring the concern to the Selectboard and they agreed with the idea.

Ms. Van Lew let the ZBA know that the budget had been increased to cover a recording secretary; the budget was increased by \$500.

Ms Van Lew reported that Mr. Lynch needed to be moved from alternate to regular member of the ZBA. She was happy to report the Selectboard appointed him as such.

**4. New Business**

Mr. Jardine reported that the ads/notice of public hearing needed to have a size specified when placing. He believes a 3” x 5” notice is the best size for a fiscally responsible notice. Ms. Van Lew agreed and she brought the concern to Town Manager Gunter who also agreed a 3” x 5” notice is an appropriate size. The notices would be posted and included in files as required by statute and nothing else.

Ms Van Lew stated she submitted the annual report to the town that morning. It was about a page long. She gave a summary of what she included. She stated this has been an unusually busy ZBA season.

Mr. Frazier stated he knows of one other application that will be coming their way in the new year.

3. **Other Business**

a. **Public Comment:** None

4. **Adjournment:**

Mr. Jardine **motioned to adjourn the meeting at 8:00 pm.** The motion was seconded by Mr. Frazier. **All were in favor and the motion passed.**

Respectfully Submitted,  
Jennifer Jackson, Minute-taker