



STATE OF MAINE
DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
BUREAU OF ALCOHOLIC BEVERAGES AND LOTTERY OPERATIONS
8 STATE HOUSE STATION
AUGUSTA, MAINE 04330-0008

KIRSTEN LC FIGUEROA
COMMISSIONER

JANET T. MILLS
GOVERNOR

GREGORY R. MINEO
DIRECTOR

The State Liquor and Lottery Commission (Commission) adopts the following policy for remote participation for its members pursuant to Public Law, chapter 290, “An Act Regarding Remote Participation in Public Proceedings”

The members of the Commission will meet in person for all meetings, except under the following conditions:

1. **An emergency or other urgent issue may require a remote meeting.** Such circumstances may include, but not be limited to:
 - a. An emergency or issue with the building located at 19 Union Street, Augusta that prevents the public from entering the facility;
 - b. A State of Emergency or other restrictions that limit the public from entering the building.
 - i. In the case of such an emergency, the meeting may still be held with Commission members and the public both attending remotely only.
2. **Illness or physical condition of Commission member may allow for the Commissioner to attend the meeting virtually.** In this case, the rest of the Commission will attend in person. This allows for the Commissioner who is unable to physically attend to participate in the meeting remotely.
3. **If a Commissioner must travel a significant distance, or if travel is impeded by weather or geographical conditions, they may attend the meeting virtually.** This will allow a Commissioner the ability to attend the meeting virtually if travel is significant or impeded by weather.

While the Commission is required to be physically in attendance at all Commission meetings, unless at least one of the conditions outlined above are met, Commission meetings will be made accessible virtually for public attendees. All meeting materials will to be posted on the Bureau of Alcoholic Beverage and Lottery Operations’ website, under the tab for the Commission, with details for both the physical and virtual locations together with all material to be presented to the Commission by the Bureau.