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# FY20 Board Briefing Materials

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June 22, 2020

Virtual Meeting

1:00pm Public Session



For More Information

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**NORTHERN NEW ENGLAND  
PASSENGER RAIL AUTHORITY**

## NNEPRA FY2020 Action Plan

### Core Objectives:

- Support and maintain a culture of safety.
- Maintain compliance with all regulations
- Enhance public benefits associated with the Downeaster.
- Work to secure a stable, dedicated and equitable funding mechanisms to sustain Downeaster operations and continued capital investments in the Downeaster Corridor.

### Meet or exceed projected Downeaster Performance Benchmarks

- 50% Total Cost Recovery
- 85% On Time Performance
- 87% Café Cost Recovery in Café
- 93% Overall Customer Satisfaction

### Improve Downeaster Service Efficiency

- Increase revenue on peak trains
- Explore new schedule options
- Increase performance on off-peak trains
- Improve cost recovery in Café

### Improve Passenger Services & Communication

- Promote and improve connectivity to Amtrak network
- Seek ways to improve bicycle access
- Improve/promote last mile connectivity
- Enhance Station experience for passengers

### Sponsor Capital Projects to improve safety, service quality and efficiency

- Royal Siding
- Dover Yard Siding
- Rockingham Siding
- Wells Siding

### Explore Options for Service Improvement/Expansions

- Explore Portland Station improvement options and alternatives
- Implement a pilot for seasonal service on the Rockland Branch
- Develop a service plan for WEM-POR inbound commuter trip.
- Explore shuttle service between Westbrook/Rock Row development and Portland
- Explore feasibility of a platform at West Falmouth Crossing
- Support next steps of L/A Service Plan



## **NNEPRA BOARD of DIRECTORS**

*June 22, 2020*

**Northern New England Passenger Rail Authority**

**Virtual Zoom Meeting**

### **1:00pm      Vote to open meeting**

- Welcome and Introductions
  - Ground rules for virtual format
- Approval of Minutes from June 8, 2020 Board Meeting
- Performance Update
  - Downeaster service restoration
  - Phase 1 Performance
  - Phase 2 Implementation
- Finance Update
  - FY2021 Budget
- Project Updates
- Other Business
  - FY2021 Goals & Objectives
- Public Comment

**Next Meeting: TBD**



## Minutes of the Meeting of the Board of Directors Northern New England Passenger Rail Authority

June 8, 2020

### Directors in attendance via Zoom Teleconference:

Mr. John Melrose, Chairman; Mr. Dana Connors, Vice Chairman; Mr. Brian Hobart; Mr. Bruce Van Note, Mr. Steve Lyons

### Staff in attendance via Zoom Teleconference:

Ms. Patricia Quinn, Mr. Brian Beeler, Ms. Natalie Bogart, Ms. Jennifer Crosby, Mr. William Gayle, Ms. Leslie Guerrette, Mr. Stephen Houdlette, Mr. James Russell

### Interested parties via Zoom Teleconference:

Mr. Stephen Corcoran, Amtrak; Mr. Kevin Chittenden, Amtrak; Mr. B.J. White, Amtrak; Mr. David Wessel, Railplan; Mr. Rob DeVilleneuve, Amtrak; Ms. Kathleen DeSilva, Rinck; Ms. Kristy Phinney, Rinck; Mr. Nat Rosenblatt, Esquire; Mr. Tony Donovan, Maine Rail Transit Coalition; Mr. Nate Moulton, Maine Department of Transportation; Mr. Richard Rudolph, Maine Rail Group; Mr. Rob Beanland, NexDine; Mr. Ralph Cusack, NexDine; Mr. Carmen Morello, NexDine; Ms. Mary Starr, City of Saco; Ms. Patsy Bragdon, Downeaster Station Ambassador; Mr. Steve Pesci, University of New Hampshire; Mr. James Graudon; Mr. Bob Hall, Downeaster Station Ambassador; Ms. Debra King, Brunswick Downtown Association; Dana Knapp, Concord Coach; Mr. Wayne Davis, TrainRiders Northeast; Mr. Bruce Sleeper, TrainRiders Northeast; Mr. Jonathan Trott; Mr. Mike Lee; Ms. Sally Steward.

### Opening Remarks

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#### Motion to open Public Session at 12:00pm

Motion: Mr. Hobart  
Seconded: Mr. McKinnon  
Accepted: All

#### Vote to accept the June 8, 2020 minutes

Motion: Mr. Van Note  
Seconded: Mr. Hobart  
Accepted: All

### OVERVIEW OF DOWNEASTER SERVICE RESTORATION AND RECOVERY PLAN – Patricia Quinn

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Patricia Quinn provided an overview of Phase I of the Downeaster Service Restoration and Recovery Plan:

- Provide commuting options to workers who are travelling for essential purposes.
- Weekday service only with enhanced cleaning and safety protocols. Amtrak is limiting ridership to no more than 50% of seating capacity.
- No Café service will not be provided.
- Station facilities will remain closed.
- Development of Plan was coordinated with the support of Amtrak and strong partnership with Steve Corcoran and Kevin Chittenden.

Due to the current tie replacement project, additional service would only be instituted after the completion of the project.

Director Hobart noted that the plan as presented should be approved. Director Connors asked if the plan is consistent with Amtrak plans around the country, Patricia Quinn noted that the plan is consistent with the phased in resumption of Amtrak service in other states. Director Van Note provided his support with the plan and the focus on essential services as it is consistent with Executive Orders. Directors Lyons noted his support and the importance of highlighting the essential workforce element of travel. Director Connors noted the plan was a conservative and responsible approach to resume Downeaster service.

Chairman Melrose requested comment on the Plan. Mr. Wayne Davis, TrainRiders Northeast noted that the plan is appropriate for the time balancing resumption of service and public safety. Mr. Bruce Sleeper, TrainRiders Northeast commented that the resumption of service is not limited to essential workers but essential travel and asked if the 14-day quarantine will be an issue for travelers? Director Hobart noted the 14-day quarantine did not apply to essential travel across the border.

Following public comment, the Board held a vote on the following motion:

### **Motion to Adopt the Downeaster Service Restoration and Recovery Plan**

Motion: Mr. Hobart  
Seconded: Mr. Connors  
Accepted: All

### **PUBLIC COMMENT**

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No public comment.

### **Vote to adjourn at 12:22pm**

Motion: Mr. Hobart  
Seconded: Mr. Van Note  
Accepted: All

## NNEPRA Draft FY2021 Budget Forecast

July 2020 - June 2021

v1 0618

	FY21 Budget Forecast			FY20 End of Year Projected Actuals		
	FY 2021 Forecast	FY21 Forecast Variance to FY20 Budget	FY21 Forecast Variance to FY20 Projected Actuals	FY20 End of Year Projected Actuals	FY20 Budget	FY 20 projected Budget Variance
<b>Revenues</b>						
<b>Operating Revenue</b>						
1 Amtrak Ticket Revenue	\$ 3,400,000	\$ (7,560,318)	\$ (4,543,089)	\$ 7,943,089	10,960,318	\$ (3,017,229)
2 Food Service Revenue	\$ 220,600	\$ (724,621)	\$ (445,054)	\$ 665,654	945,221	\$ (279,567)
3 Advertising Revenue	\$ -	\$ (1,000)	\$ (667)	\$ 667	1,000	\$ (333)
4 Parking Lot Revenue	\$ 142,100	\$ (347,900)	\$ (290,897)	\$ 432,997	490,000	\$ (57,003)
5 Interest and Other Revenue	\$ 180,000	\$ (137,022)	\$ (116,789)	\$ 296,789	317,022	\$ (20,233)
<b>Total Operating Revenues</b>	<b>\$ 3,942,700</b>	<b>\$ (8,770,861)</b>	<b>\$ (5,396,496)</b>	<b>\$ 9,339,196</b>	<b>12,713,561</b>	<b>\$ (3,374,365)</b>
<b>Expenses</b>						
<b>Administration</b>						
6 Salaries & Benefits	\$ 828,000	\$ 112,213	\$ 34,839	\$ 793,161	715,787	\$ 77,374
7 Office Expenses	\$ 108,000	\$ (11,468)	\$ 1,882	\$ 106,118	119,468	\$ (13,350)
8 Professional Services	\$ 120,000	\$ 56,000	\$ (28,925)	\$ 148,925	64,000	\$ 84,925
9 Insurance	\$ 26,949	\$ 785	\$ 1,506	\$ 25,443	26,164	\$ (721)
10 Board Operations	\$ 12,000	\$ (8,461)	\$ (2,213)	\$ 14,213	20,461	\$ (6,248)
<b>Total Administration</b>	<b>\$ 1,094,949</b>	<b>\$ 149,069</b>	<b>\$ 7,089</b>	<b>\$ 1,087,860</b>	<b>945,880</b>	<b>\$ 141,980</b>
<b>Train Operations</b>						
11 Amtrak Operations	\$ 14,522,094	\$ (2,909,678)	\$ 682,184	\$ 13,839,910	17,431,772	\$ (3,591,862)
12 Train Fuel Cost	\$ 1,323,915	\$ (789,982)	\$ 156,724	\$ 1,167,191	2,113,898	\$ (946,707)
13 Other Train Operations	\$ 1,403,690	\$ (39,662)	\$ 264,058	\$ 1,139,632	1,443,352	\$ (303,720)
14 Facilities	\$ 240,000	\$ (55,892)	\$ (75,085)	\$ 315,085	295,892	\$ 19,193
15 Capital Maintenance	\$ 876,271	\$ 42,383	\$ 42,383	\$ 833,888	833,888	\$ 0
<b>Total Train Operations</b>	<b>\$ 18,365,971</b>	<b>\$ (3,752,831)</b>	<b>\$ 1,070,265</b>	<b>\$ 17,295,706</b>	<b>22,118,801</b>	<b>\$ (4,823,095)</b>
<b>Station Operations</b>						
16 Portland Station	\$ 378,000	\$ 2,400	\$ 5,600	\$ 372,400	375,600	\$ (3,200)
17 Platform Ins	\$ 133,745	\$ -	\$ (4,025)	\$ 137,770	133,745	\$ 4,025
18 Station Platform Leases	\$ 45,753	\$ (1,117)	\$ -	\$ 45,753	46,870	\$ (1,117)
19 Other Station Improvements	\$ 42,000	\$ 32,000	\$ 32,833	\$ 9,167	10,000	\$ (833)
<b>Total Station Operations</b>	<b>\$ 599,498</b>	<b>\$ 33,283</b>	<b>\$ 34,408</b>	<b>\$ 565,090</b>	<b>566,215</b>	<b>\$ (1,125)</b>
<b>Other Expenses</b>						
20 On Board Food Service	\$ 764,360	\$ (268,520)	\$ 94,846	\$ 669,514	1,032,880	\$ (363,366)
21 Marketing	\$ 500,000	\$ (20,000)	\$ 6,767	\$ 493,233	520,000	\$ (26,767)
<b>Total Operating Expenses</b>	<b>\$ 21,324,778</b>	<b>\$ (3,858,999)</b>	<b>\$ 1,213,375</b>	<b>\$ 20,111,403</b>	<b>\$ 25,183,777</b>	<b>\$ (5,072,374)</b>
<b>Additional Funding Required</b>	<b>\$ 17,382,079</b>	<b>\$ 4,911,863</b>	<b>\$ 6,609,872</b>	<b>\$ 10,772,207</b>	<b>\$ 12,470,216</b>	<b>\$ (1,698,009)</b>

## Non-Operating Revenue/Funding Sources

22 5307/CMAQ Funding	\$ 2,015,338
23 5337 State of Good Repair	\$ 8,069,101
24 State Match	\$ 2,000,000
25 CARES Act Funding	\$ 5,297,640

# Phase 2 Service Restoration Summary

## Downeaster Service Restoration and Recovery Plan

### Objectives of Phase 2 Service Restoration Plan: Travel Allowed

- Provide a level of service to support commuters and the public as travel restrictions are relaxed.

### Highlights of Phase 2 Service Restoration Plan:

*Proposed Implementation Date: July 13, 2020*

- Daily service will be provided to meet the needs of those who need to travel as well as those allowed to travel
- All service will be compliant with regulations set forth by the Maine DECD and CDC.
  - Weekday service may include up to four daily round trips.
  - Weekend service may include up to four daily round trips.
  - Station services will be available at the discretion of each station community.
  - Café service will be restored with revised protocols and menu offerings.
  - Online messaging:

*"As life starts to move forward again, so do we. The Amtrak Downeaster is now running for those who need it. Visit our website for safety, service and schedule updates."*

### The Phase 2 Service Recovery Approach

Phase 1 of Downeaster Service Restoration Plan resumed the operation one round-trip on weekdays to allow those that are most in need of transit service to use it for essential purposes. The schedule allows commuters to travel safely to Boston, yet does not allow for day-trips to Maine. As COVID-19 related restrictions are relaxed throughout Maine and northern New England, more riders will look to the Downeaster to increase service to the public.

In a dynamic environment which changes daily, Staff requests the ability to initiate additional daily Downeaster round trips as deemed appropriate, with notification provided to Board and concurrence of the Board Chair and the MaineDOT. Throughout the service recovery period Amtrak, Café and Station operations will be conducted in compliance with the Prevention Checklist requirements set forth by Maine DECD and State guidelines.