

# *Individual Station Report*

## Cannondale

U R B I T R A N **R** E P O R T

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**Station Financial Review**



Prepared to

Connecticut Department of Transportation

Submitted by

Urbitran Associates, Inc.

July 2003

# *Stakeholder Interview*

U R B I T R A N **R** E P O R T



Prepared to

Connecticut Department of Transportation

Submitted by

Urbitran Associates, Inc.

## ***Wilton***

There are two stations in Wilton, at Wilton Center and Cannondale, and the First Selectman felt that parking and stations are not big issues in the community. Furthermore, at the moment there is enough parking, and more is being added in Wilton on a site on the west side of the tracks.

There was some confusion regarding the ownership, leasing, and responsibilities of the town, CDOT, and MNCR for both stations. While it was stated that MNCR owns and operates the stations, and that the town has no responsibilities for the stations themselves, in fact the town has a lease dated June 8, 1998 for the parking lots on both properties which runs 10 years. CDOT has responsibility for Wilton Station. In addition, the town has an agreement with a third party at Cannondale to run a retail shop in the station. It appears from the discussion that the Town does little with regard to the stations and parking lot, assuming that others are responsible. Furthermore, the town has no fees for parking at either location.

The Town representatives were not aware of any particular local issues, although they agreed that both stations could be better maintained and in particular Wilton Station could look nicer. There is a plan for the reconstruction of the Route 7 and Route 33 area which will affect the station, and the Town thinks that it may include multi-level parking at Wilton Station. This would be fine with the First Selectman, and he has talked to CDOT to see if money will be in the project for rail improvements.

A regional issue involving rail parking has emerged, as New Canaan has apparently cut back on out-of-town parking at its stations, putting more pressure on parking in Wilton. Because the New Canaan branch has better service, this has created a lot of ill-will.

Wilton has no desire to take control of its stations, although in fact by the lease it has far more responsibilities than are being carried out. The stations look to be white elephants for the town, at least if parking continues to be free. The bigger concern is getting better service on the branch.

# *Customer Opinion Survey*

U R B I T R A N **R** E P O R T



Prepared to

Connecticut Department of Transportation

Submitted by

Urbitran Associates, Inc.

## Cannondale

Total survey distribution at Cannondale was relatively low (91 surveys), and the response rate was 23%. This station's customers very clearly followed the commuter profile: 90% traveled daily and the remaining 10% traveled at least once a week. All of the customers surveyed commuted to work or school and all traveled during the peak periods. None held a parking permit at the time of the survey, and only 17% were on a waiting list (at the Fairfield and Westport stations). Two-thirds of respondents at Cannondale were male, 90% were between the ages of 25 and 64, and 90% reported incomes over \$100,000.

Customers generally gave favorable ratings to the parking facilities at Cannondale. Figure 225 details the parking ratings in Cannondale. The entrances and exits, parking availability, pathways to the station, and handicap accessibility all received 'good' or 'excellent' ratings from at least 80% of respondents. Underpasses and overpasses do not exist at Cannondale. Otherwise, parking availability with 90% positive ratings was the highest rated parking element in Cannondale. However, parking lighting and security were rated 'fair' or 'poor' by over two-thirds of those surveyed, and parking signage was rated negatively by half of respondents.

Figure 225: Cannondale Station Parking Ratings

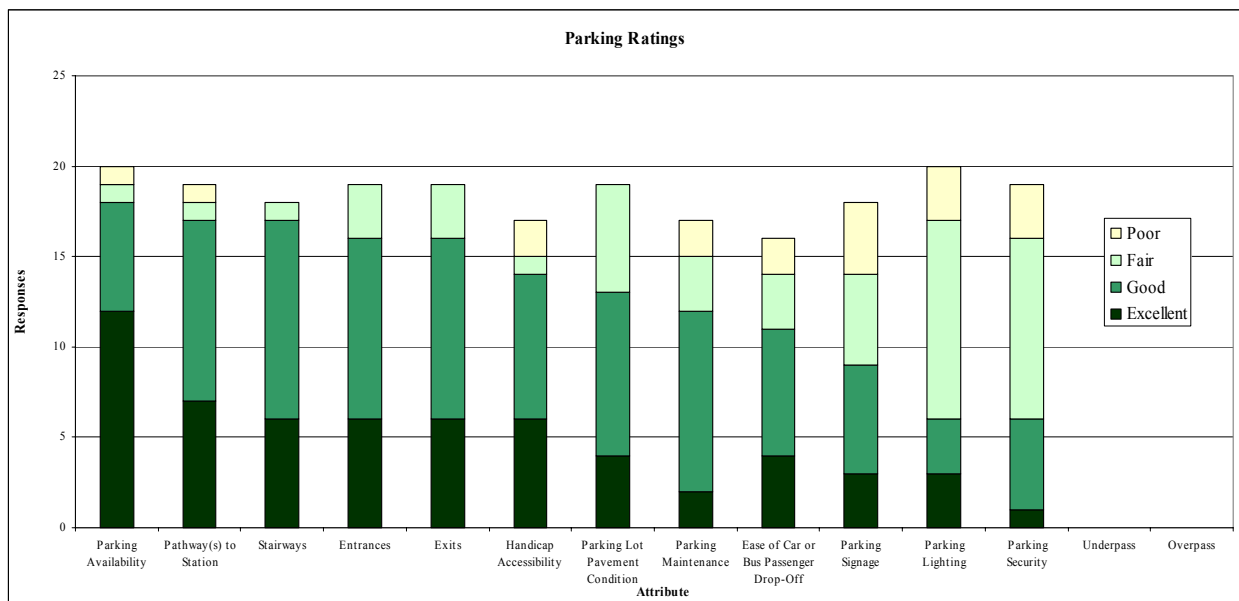
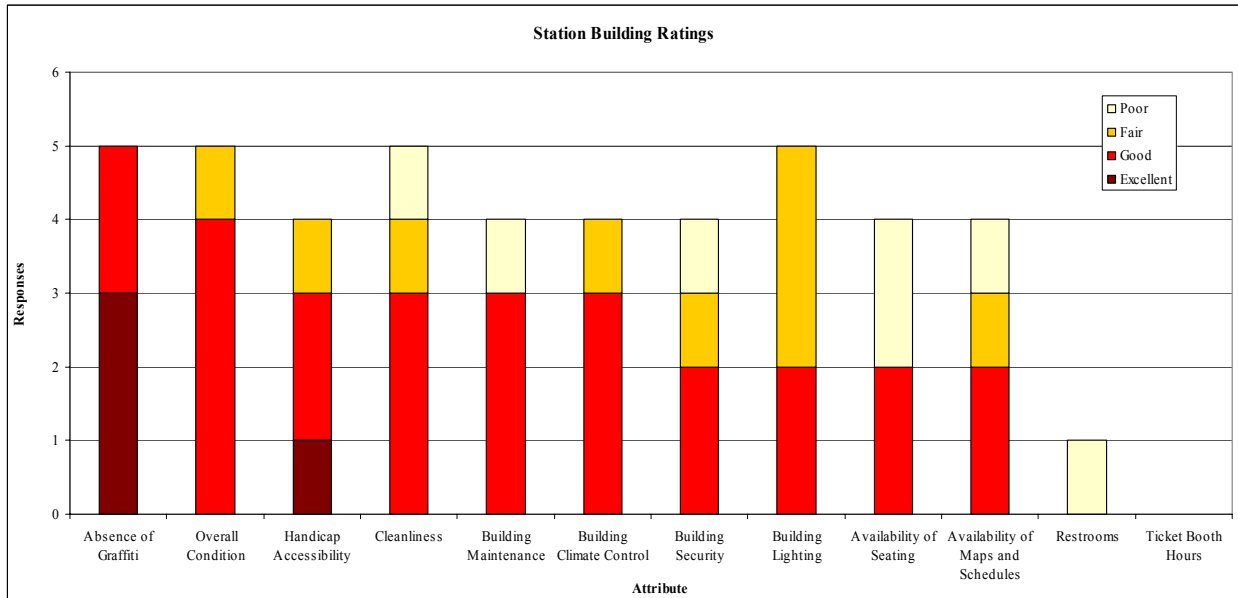


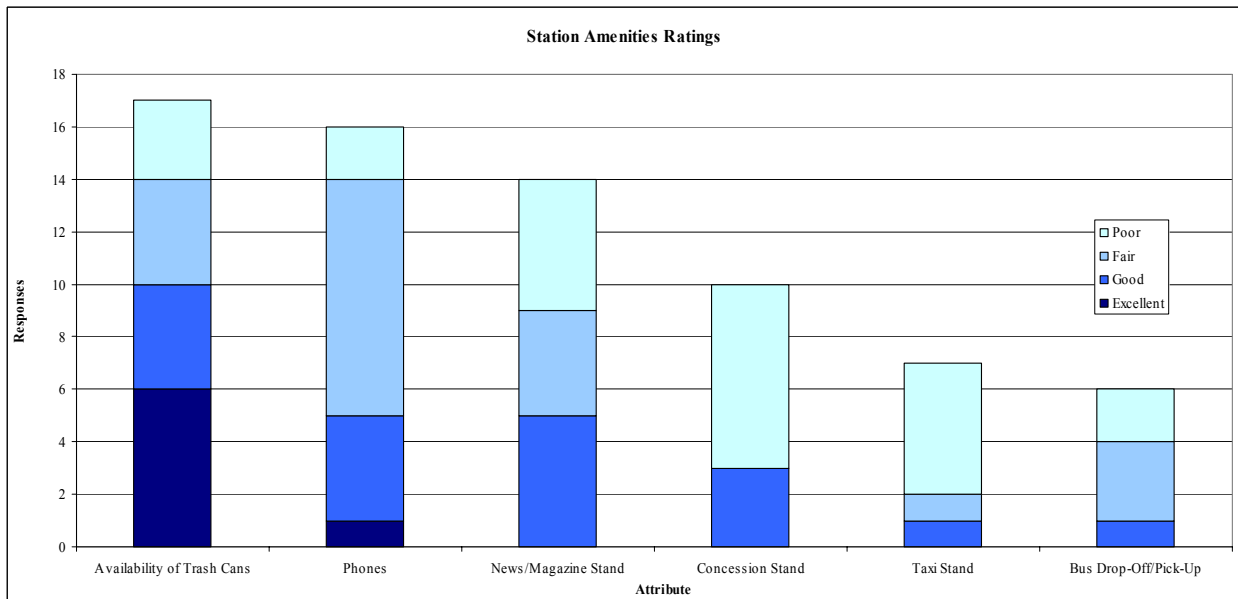
Figure 226 shows the building ratings in Cannondale. The station does not have a ticket office. Restrooms were rated negatively by 1 person so they had 100% negative ratings. Eighty percent of respondents were pleased with the overall condition of the station building in Cannondale. All 5 people who rated the absence of graffiti in Cannondale were satisfied. Only 1 element, building lighting, had a majority of negative ratings.

Figure 226: Cannondale Station Building Rating Results



Station amenities at Cannondale did not receive favorable ratings. Figure 227 shows the poor amenity rating situation in Cannondale. Five of the six amenities included in the survey were rated ‘fair’ or ‘poor’ by over half of respondents, the exception being the availability of trash containers. Still only 59% of respondents rated availability of trash containers positively. The lowest rated amenity, the taxi stand, had 86% negative ratings.

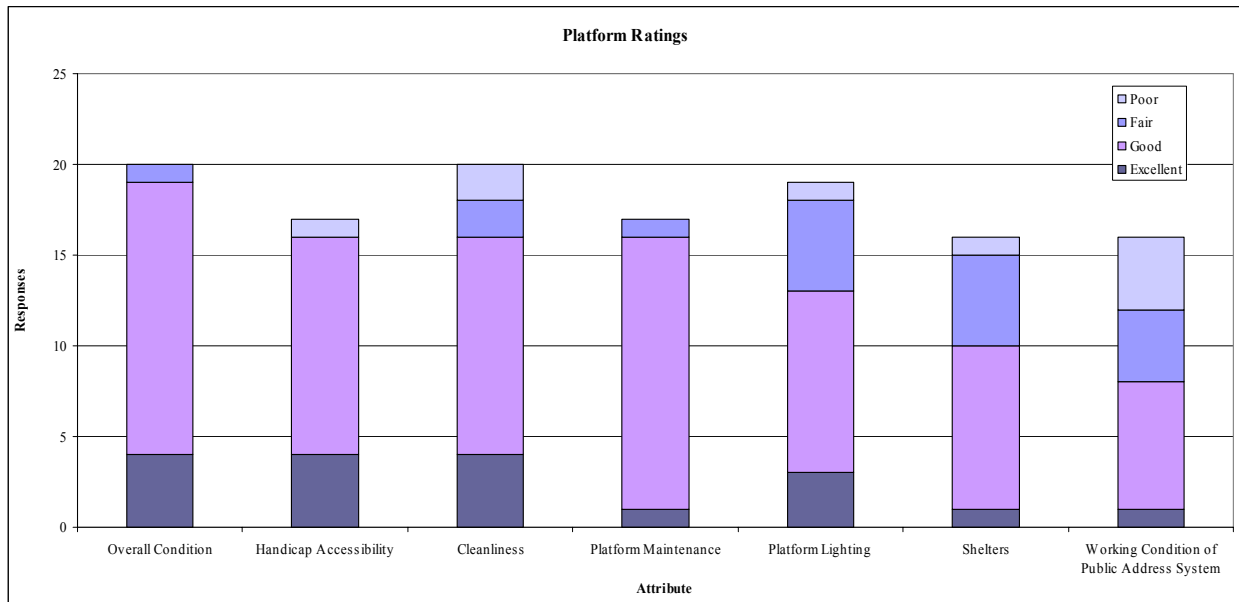
Figure 227: Cannondale Station Amenities Rating Results



Finally, the platform elements did receive positive ratings from most customers, including the platform shelters, which typically have been a source of complaint throughout the surveyed

stations. The public address system at Cannondale received 50% ‘fair’ or ‘poor’ ratings and was the lowest rated platform element. Figure 228 shows the platform ratings in Cannondale. Ninety-five percent of respondents were pleased with the overall condition of the platform. Ninety-four percent of respondents were satisfied with each the platform maintenance and handicap accessibility.

**Figure 228: Cannondale Station Platform Ratings**

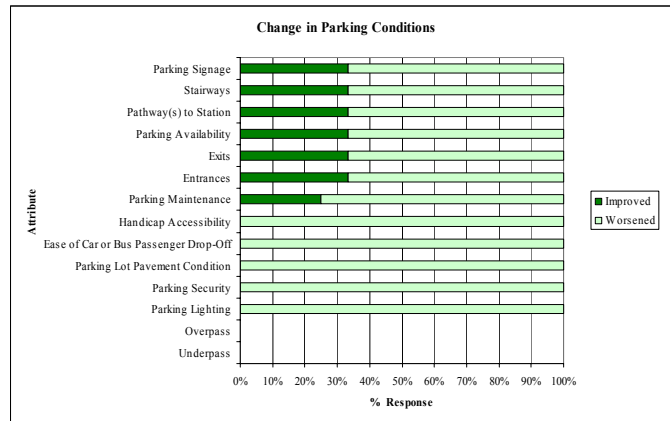


*Change*

Change conditions in Cannondale were either low or non-existent. Several elements were not rated for their trends.

Parking change ratings in Cannondale were the lowest on the Danbury Line. Several conditions were rated as ‘worsened’ by all of the respondents. Figure 229 shows how each parking element was rated or not rated with regard to change in Cannondale. Six parking elements were rated as ‘improved’ by a third of respondents and were the most improved elements in Cannondale. As noted, the station does not have an overpass or an underpass.

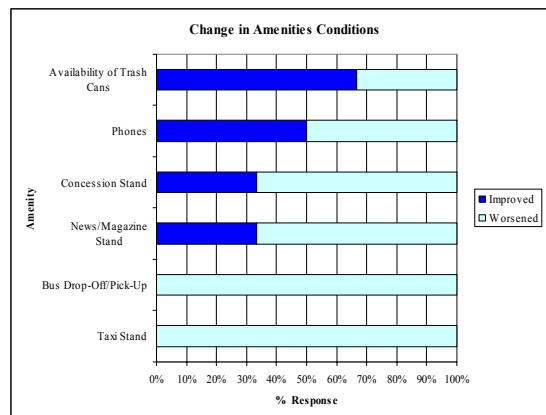
Figure 229: Cannondale Station Change in Parking Conditions



All ‘Station Building’ attributes had one person comment that they had worsened over time. Cannondale does not have a ticket office.

Figure 230 shows the amenities change ratings in Cannondale. The amenity change ratings were better than the parking change ratings. The taxi stand and bus drop-off/pick-up each had 1 person rate them as ‘worsened.’ Two other elements had a majority of respondents who thought that their condition had worsened. As was the case in most all stations, the availability of trash containers was the most improved amenity. Sixty-seven percent of respondents thought that the availability of trash cans had improved over the previous 2 years.

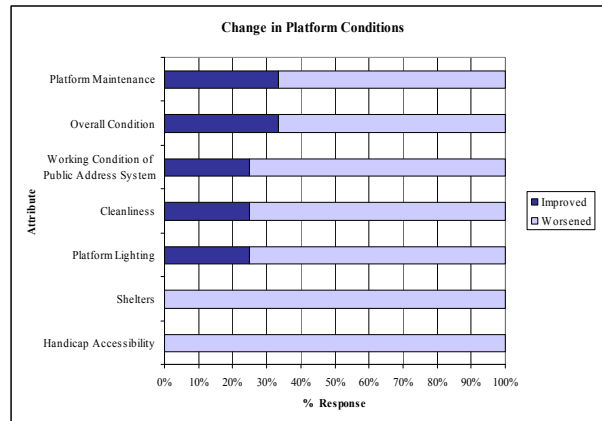
Figure 230: Cannondale Station Change in Amenities Conditions



Platform change ratings were very poor. Figure 231 shows the poor platform improvement ratings in Cannondale. Only one-third of respondents thought that the condition of the platform had improved during the past 2 years. The same was true of platform maintenance, the most improved platform element. All of the people who rated handicap accessibility and shelters thought that the conditions had worsened. The other 3 platform elements were thought to have worsened by 25% of respondents.



Figure 231: Cannondale Station Change in Platform Conditions

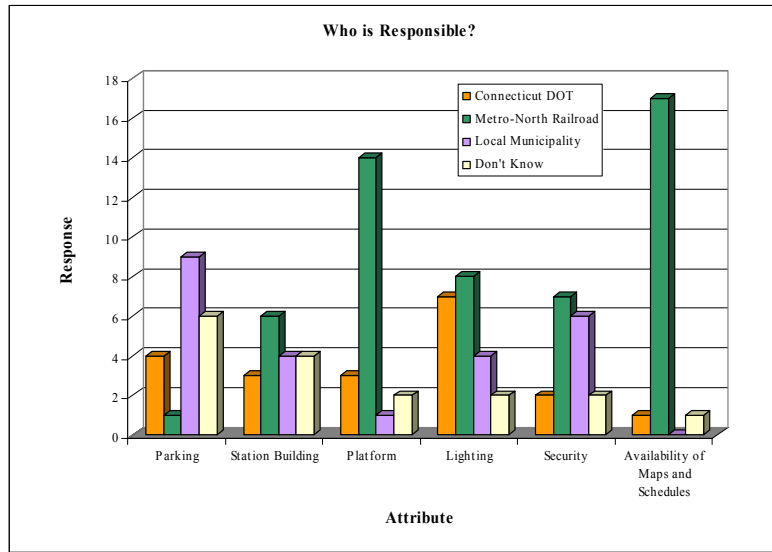


### Responsible Agencies

Cannondale respondents were not particularly sure who was in charge of station elements. Generally speaking, respondents thought that Metro-North had the most responsibility for the elements. Figure 232 shows exactly how Cannondale respondents viewed agency responsibility:

- Respondents either thought that the local municipality (45%) was in charge of parking or did not know who was in charge (30%).
- No one really knew how was responsible for the station building. Respondents were split in the following manner with regard to who had responsibility for the station building:
  - Metro-North (35%)
  - Local municipality (24%)
  - Did not know (24%)
  - Connecticut DOT (17%)
- The majority (70%) of respondents said that Metro-North was responsible for the platform in Cannondale.
- As was the case in many stations, respondents really distributed responsibility between several stations for lighting and security.
  - For lighting, respondents thought that either Metro-North (38%) or Connecticut DOT (33%) were responsible.
  - For security, respondents thought that either Metro-North (41%) or the local municipality (35%) had responsibility.
- The majority (89%) of respondents said that Metro-North was map and schedule availability in Cannondale.

Figure 232: Cannondale Station – Responsible Agencies



*Written-In Customer Comments*

The highest percentage of respondents (31%) wrote in overall good comments when asked to express their opinions in question 10. Table 25 shows all of the written-in comments received.

Table 25: Cannondale Station – Written-In Customer Comments

| Comment Code          | Comment   | # Responses | %             |
|-----------------------|---|-------------|---------------|
| 49                    | Overall good comments   | 4           | 30.8%         |
| 12                    | Could use benches & protected shelters from rain/snow with heat/air | 2           | 15.4%         |
| 18                    | Need more parking areas   | 2           | 15.4%         |
| 8                     | Entrances/Exits very difficult                                      | 1           | 7.7%          |
| 61                    | Better public address system needed                                 | 1           | 7.7%          |
| 62                    | Need better security company  | 1           | 7.7%          |
| 71                    | Better service  | 1           | 7.7%          |
| 77                    | Improve landscaping   | 1           | 7.7%          |
| <i>Total Comments</i> |   | <i>13</i>   | <i>100.0%</i> |

# *Parking Inventory and Utilization*

U R B I T R A N **R** E P O R T



Prepared to

Connecticut Department of Transportation

Submitted by

Urbitran Associates, Inc.

## Cannondale

The Cannondale Rail Station has 140 parking spaces in a surface lot. There are 138 permit parking spaces, with 2 handicapped spaces available. No daily parking is available at the Cannondale Station. The usage rate for the lot was 75.7% during the survey.

### *Parking Area Ownership*

All Cannondale Rail Station parking spaces are owned by the State of Connecticut. The parking lot location and ownership are displayed in Figure 30.

### *Fee Structure*

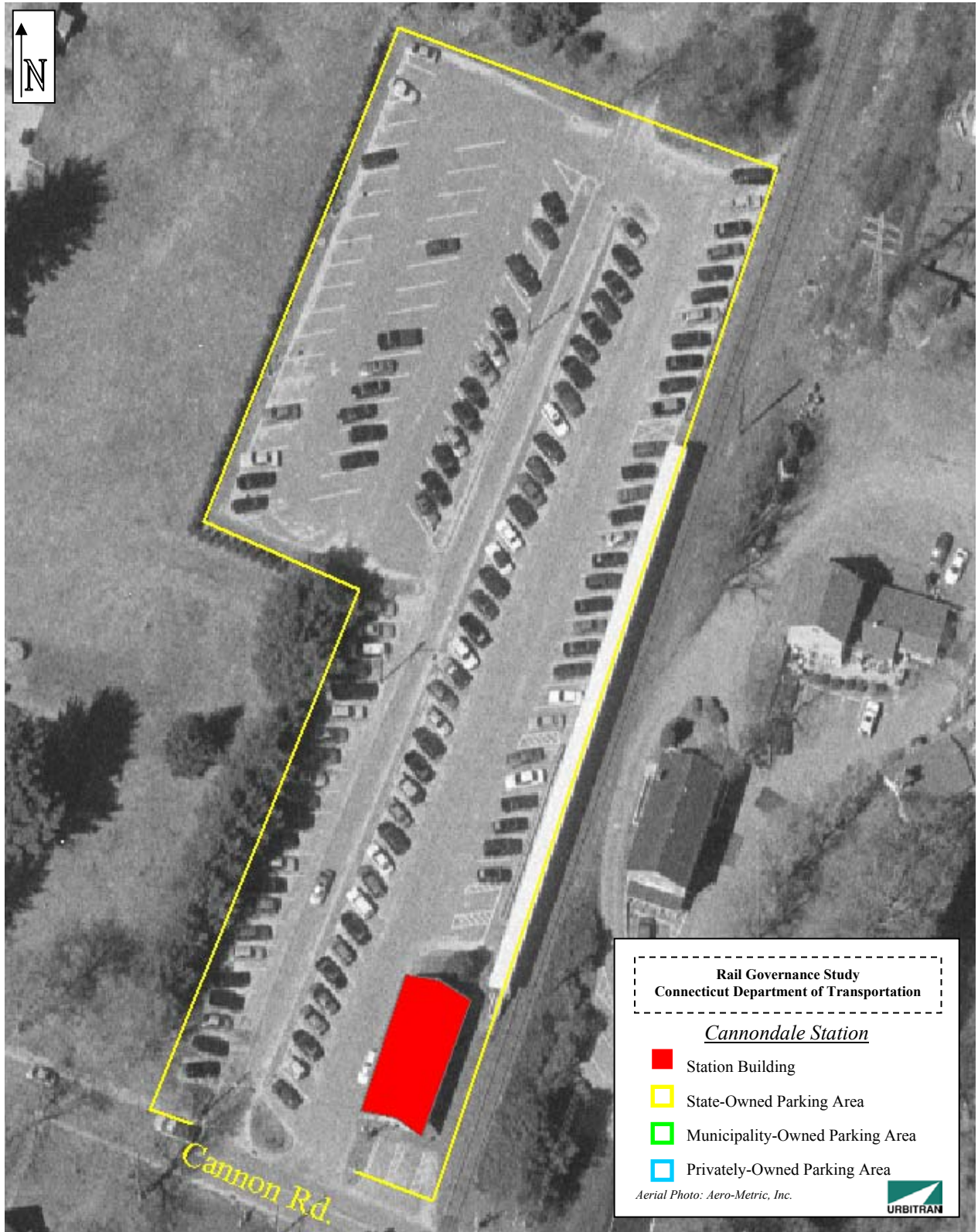
Commuters are not charged for parking at the Cannondale Rail Station. The lot operates on a “first come, first serve” basis.

Table 30 presents specific information on parking at the Cannondale Rail Station.

**Table 30: Cannondale Rail Station Parking Capacity and Utilization**

| Type                 | Capacity   | Vehicle Count | Utilization  | Ownership |
|----------------------|------------|---------------|--------------|-----------|
| Permit               | 138        | 106           | 76.8%        | state     |
| Daily                | 0          | 0             | N/A          |           |
| Handicap             | 2          | 0             | 0.0%         |           |
| <b>TOTAL PARKING</b> | <b>140</b> | <b>106</b>    | <b>75.7%</b> |           |

Figure 30: Cannondale Rail Station Parking



# *Station Condition Inspection*

U R B I T R A N **R** E P O R T



Prepared to

Connecticut Department of Transportation

Submitted by

Urbitran Associates, Inc.

CONNECTICUT  
DEPARTMENT  
OF  
TRANSPORTATION



CONDITION INSPECTION  
CANNONDALE STATION

GENERAL RECOMMENDATION   2

**CONN. DEPT OF TRANSPORTATION  
STATION INSPECTION**

**INSPECTION RATING SCALE**

*The following rating scale is used for inspections:*

- 1- Totally deteriorated, or in failed condition.
- 2- Serious deterioration, or not functioning as originally designed.
- 3- Minor deterioration, but functioning as originally designed.
- 4- New condition. No deterioration.
- 5- Not applicable.
- 6- Condition and/or existence unknown.





STATION: Cannondale  
LINE: Danbury  
INSPECTION DATE: 12-1-01  
INSPECTION AGENCY / FIRM: UA  
INSPECTORS: WV, RGW  
WEATHER: Sunny, 60's

CONN. DEPT OF TRANSPORTATION  
STATION INSPECTION REPORT  
SHEET 2 OF 25

### PARKING ELEMENTS

#### QUADRANT # 1

TYPE OF SURFACE: asphalt x PAVED; \_\_\_\_\_ GRAVEL; \_\_\_\_\_ DIRT;  
\_\_\_\_\_ OTHER (DESCRIBE)

CONDITION OF PAVED SURFACE: 2

CONDITION OF STRIPING: 3

CONDITION OF BASIN / DRAINS / ETC: 3  
( FOR LOCATION SEE SHEET: see sketch )

SIGNAGE: 3

FENCE AND GUARDRAIL: 3

LANDSCAPE: 2

SIDEWALK: 2

CURB: 2

#### QUADRANT # 2

TYPE OF SURFACE: asphalt x PAVED; \_\_\_\_\_ GRAVEL; \_\_\_\_\_ DIRT;  
\_\_\_\_\_ OTHER (DESCRIBE)

CONDITION OF PAVED SURFACE: 2

CONDITION OF STRIPING: 3

CONDITION OF BASIN / DRAINS / ETC: 3  
( FOR LOCATION SEE SHEET: see sketch )

SIGNAGE: 5

FENCE AND GUARDRAIL: 5

LANDSCAPE: 3

SIDEWALK: 2

CURB: 2



STATION: Cannondale  
 LINE: New Haven-Danbury Branch  
 INSPECTION DATE : January 23, 2002  
 INSPECTION AGENCY / FIRM: Parsons Brinckerhoff  
 INSPECTORS: Jim Connell & Dave Lang  
 TIME OF INSPECTION: A.M.  
 WEATHER: Clear

CONN. DEPT OF TRANSPORTATION  
 STATION INSPECTION REPORT  
 SHEET 4 OF 25

**PLATFORM --- SERVICE**

|                            |         |                            |                        |            |         |             |     |
|----------------------------|---------|----------------------------|------------------------|------------|---------|-------------|-----|
| Voltage Rating (V)         | 120/240 | Type of 3 phase connection |                        | Delta      | n/a     | Wye         | n/a |
|                            |         | Method of Entrance         |                        | Overhead   | n/a     | Underground | X   |
| Rating of Main Breaker (A) | unknown | Origin of Service          |                        | Pole       | X       | Transformer | n/a |
|                            |         | Code Compliant             |                        | Yes        | X       | No          | n/a |
| Quantity of Phases         | 1       | Pole Number & Street       | no number, parking lot | Wire Sizes | unknown |             |     |

Remarks: We were unable to gain access to the electrical service enclosure to verify the exact size and condition of the main panelboard.

**PLATFORM --- ELECTRICAL SYSTEMS**

| Electrical Device       | Manufacturer | Model Number | Rating  | Location    | Estimated Age/Life(y/y) | Visual Condition     |
|-------------------------|--------------|--------------|---------|-------------|-------------------------|----------------------|
| Main Distribution Panel | unknown      | unknown      | unknown | parking lot | unknown                 | minor deterioration  |
| Main Disconnect Switch  | n/a          | n/a          | n/a     | n/a         | n/a                     | n/a                  |
| Transformer             | n/a          | n/a          | n/a     | n/a         | n/a                     | n/a                  |
| Receptacles             | unknown      | unknown      | 1       | platform    | 10/ 20                  | totally deteriorated |
| Grounding               | unknown      | unknown      | 3       | platform    | 10/ 20                  | minor deterioration  |
| Lighting Controls       | unknown      | unknown      | 3       | platform    | 10/ 20                  | minor deterioration  |
| Public Telephone        | unknown      | n/a          | n/a     | parking lot | unknown                 | operational          |
| Station Telephone       | n/a          | n/a          | n/a     | n/a         | n/a                     | n/a                  |
|                         |              |              |         |             |                         |                      |
|                         |              |              |         |             |                         |                      |
|                         |              |              |         |             |                         |                      |
|                         |              |              |         |             |                         |                      |

Remarks: One receptacle is missing its' cover.

STATION: Cannondale

CONN. DEPT OF TRANSPORTATION  
STATION INSPECTION REPORT  
SHEET 5 OF 25

INSPECTORS: Jim Connell & Dave Lang

DATE: January 23, 2002

**STATION PLATFORM --- ELECTRICAL AND LIGHTING SUMMARY**

The electrical service to the platform terminates in a pedestal type enclosure. We were unable to verify the size and condition of the main panel because the enclosure was locked. However, the enclosure was well sealed and appeared to be protecting the panel inside. There were a few non-GFCI receptacles located on the platform that should be replaced with GFCI type. Also, one of the receptacle covers was missing and should be replaced.

The platform luminaires are mounted beneath the canopy with an average lighting output of 5.33 foot-candles. Inside many of the lenses were insects and dirt, which indicate that the luminaires are no longer sealed. We suggest that the luminaires be cleaned and sealed with new gaskets to restore the designed performance of the fixtures.



STATION: Cannondale

CONN. DEPT OF TRANSPORTATION  
STATION INSPECTION REPORT  
SHEET 7 OF 25

INSPECTORS: J. Duncan, T. Abrahamson

DATE: January 23, 2002

**STATION – MECHANICAL SUMMARY**

The rain canopy is in good repair, aluminum gutters in good condition. The plastic pipe downspouts are in good repair. No maintenance is required.

STATION: Cannondale  
 LINE: New Haven-Danbury Branch  
 INSPECTION DATE: May 10, 2002  
 INSPECTION AGENCY/FIRM: Warren & Panzer Engineers  
 INSPECTORS: Hortense Oliveira  
 WEATHER: Good

CONN. DEPT OF TRANSPORTATION  
 STATION INSPECTION REPORT  
 SHEET 8 of 25

**HAZARDOUS MATERIALS INSPECTION**

**LEAD-BASED PAINT**

Note: The LBP inspection was conducted using an RMD LPA-1 spectrum X-Ray Fluorescence Analyzer (XRF). The Department of Housing and Urban Development (HUD) recommend XRF analysis for inspection of lead in paint. XRF readings were taken of surfaces coated with suspect LBP. The XRF was operated in "Quick Mode" for this project. In Quick Mode, the measurement time is determined by the LPA-1 Analyzer to achieve a 95% confidence measurement compared to an action level (1.0 mg/cm2).

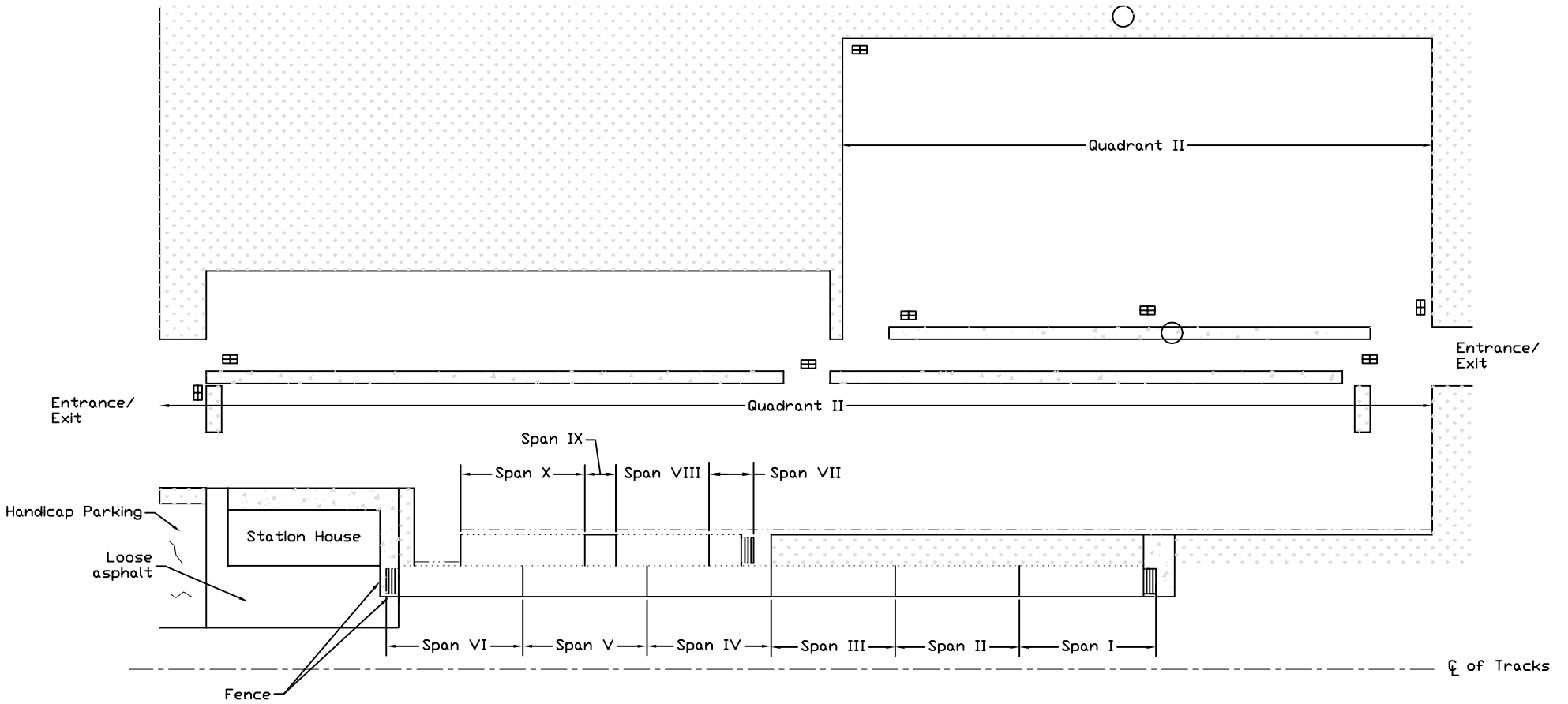
**Platform**

| <b>Surfaces Tested</b> | <b># of Locations Tested</b> | <b>Lead Presence (&gt;1 mg/cm2)</b> | <b>Rating</b> |
|------------------------|------------------------------|-------------------------------------|---------------|
| Canopy Columns         | 4                            | No                                  | 4             |
| Canopy Beams           | 2                            | No                                  | 4             |
| Platform Warning Strip | 4                            | Yes                                 | 3             |

Lead-Based Paint was found on surfaces noted above. Painted surfaces were found to be in fair to good condition. Any future disturbance of the lead-based painted surfaces noted above should be abated by an Environmental Protection Agency/Connecticut Abatement Contractor in accordance with the EPA's 40 CFR 745, HUD's 24 CFR Part 35 and The HUD Guidelines for the Evaluation and Control of Lead-Based Paint Hazards in Housing, OSHA's 29 CFR 1926.62, and all other applicable regulations.



N  
↑



Legend:

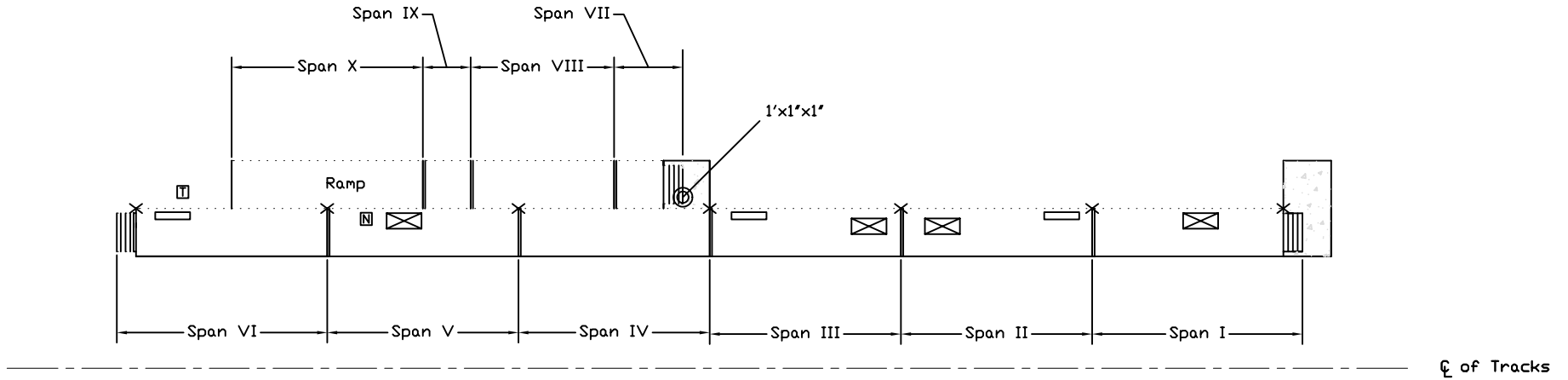
- Guardrail
- ..... Pedestrian Railing
- Grass
- Sidewalk
- Manhole
- ⊞ Drain

Urbitran Associates, Inc.

Connecticut Dept. of  
Transportation  
Cannondale Station  
General Layout

Date: 12-5-01

N  
↑



Legend:

- Fence
- Pedestrian Railing
- ▭ Sidewalk
- ⊗ Spalled area
- Joint
- × Column
- ▭ Sign
- ⊗ Bench
- ▭ Trash
- ▭ Newspaper

NOTES:

1. Every joint is damaged. It is either uplifted or sunken in.

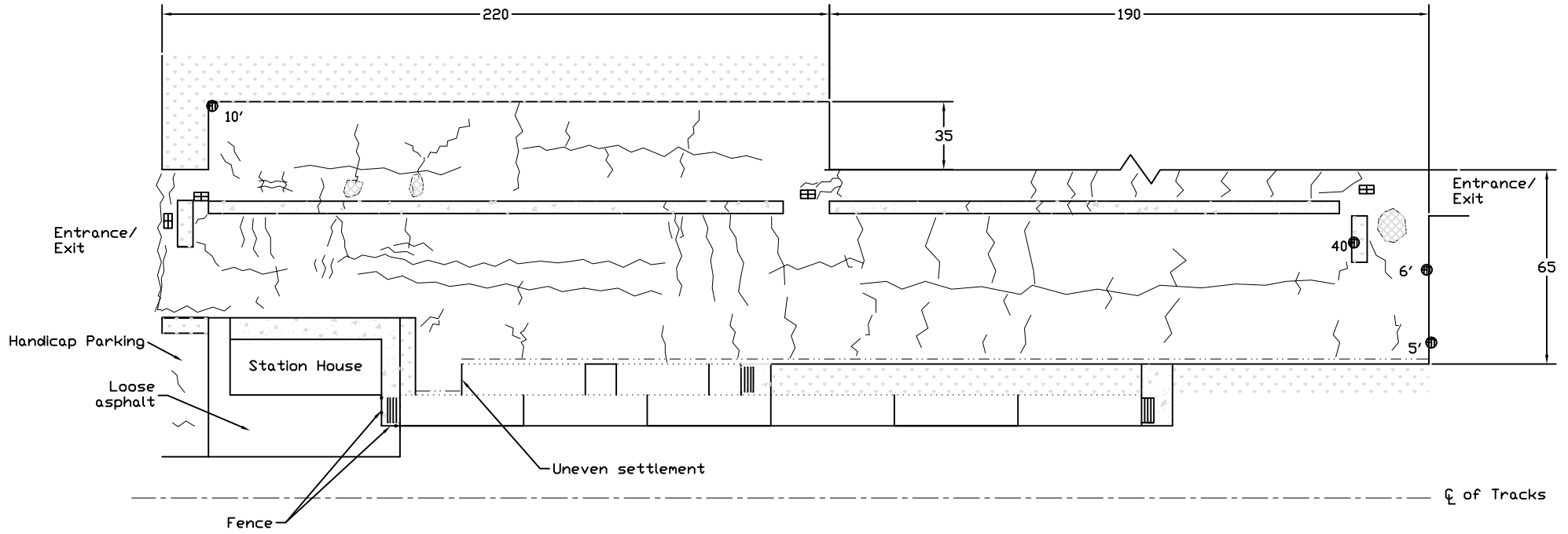
Urbitran Associates, Inc.

Connecticut Dept. of  
Transportation

Cannondale Station  
Platform Plan

Date: 12-5-01

N  
↑



Legend:

- Guardrail
- ..... Pedestrian Railing
- ~~~~~ Cracks
- ▨ Map cracking
- Grass
- ▭ Sidewalk
- Sanitary Manhole
- ⊞ Drain
- ⊙ Missing and Broken Curb

NOTE:

1. 40% of the asphalt pavement exhibits cracks

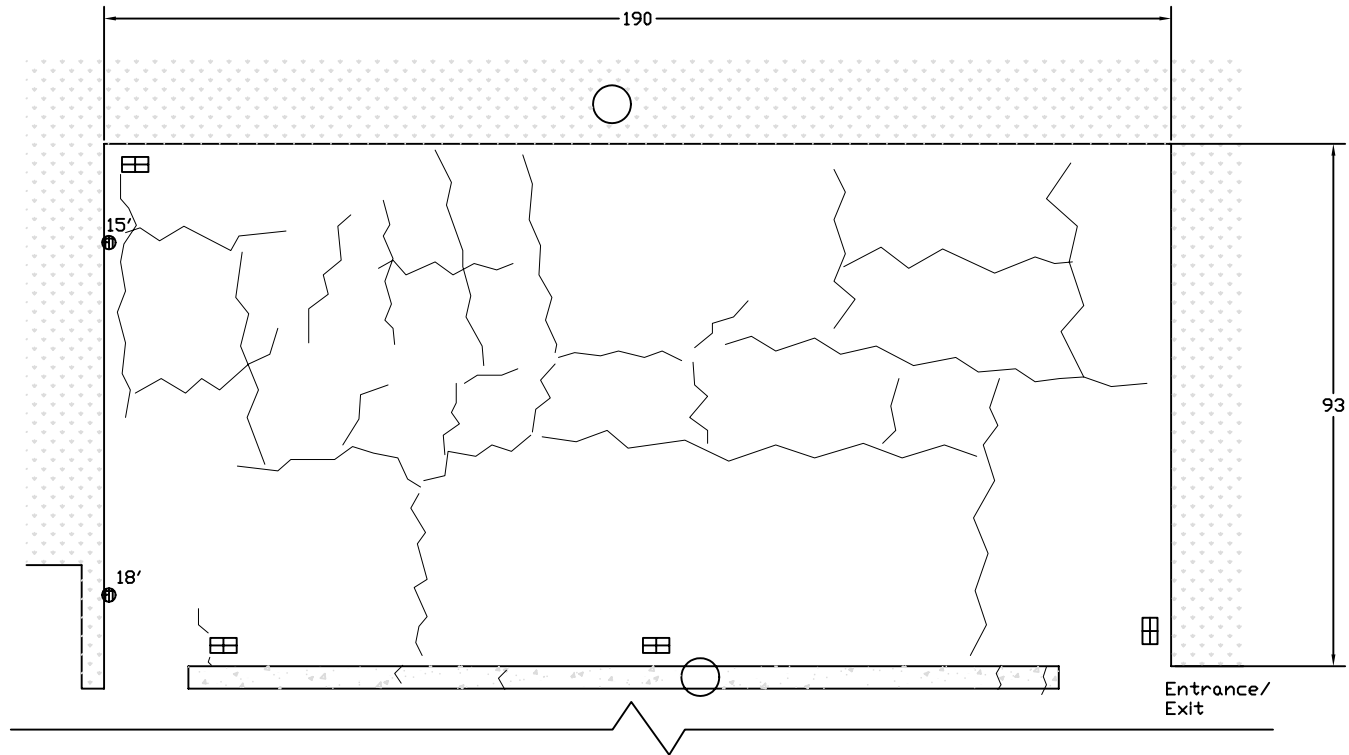
Urbitran Associates, Inc.

Connecticut Dept. of  
Transportation

Cannondale Station  
Quadrant I Plan

Date: 12-5-01

N  
↑



Legend:

- Cracks
- Grass
- Sidewalk
- Sanitary Manhole
- ⊞ Drain
- ⊕ Missing and Broken Curb

NOTES:

1. 30% of the asphalt pavement exhibits cracks

Urbitran Associates, Inc.

Connecticut Dept. of  
Transportation

Cannondale Station  
Quadrant II Plan

Date: 12-5-01



**Cannondale Station**

| Description                              | Units           | Quantity | Price / Unit | Total Cost   |
|--|-----------------|----------|--------------|--------------|
| <b>Repair potholes and ponding</b>       |                 |          |              |              |
| -Remove asphalt                          | yd <sup>3</sup> | 1295.00  | \$22.00      | \$28,490.00  |
| -6" asphalt top course and binder course | yd <sup>2</sup> | 3580.00  | \$25.00      | \$89,500.00  |
| -7" aggregate base                       | yd <sup>3</sup> | 696.00   | \$20.00      | \$13,920.00  |
| Repair expansion joint                   | ft              | 130.00   | \$9.00       | \$1,170.00   |
| Repair/replace platform receptacles      | EACH            | 6.00     | \$50.00      | \$300.00     |
| Repair/replace canopy luminaire lenses   | EACH            | 12.00    | \$200.00     | \$2,400.00   |
| Mobilization / Demobilization (10%)      |                 |          |              | \$13,578.00  |
|  |                 |          |              |              |
| Sub-total                                |                 |          |              | \$149,358.00 |
| Contingency (20%)                        |                 |          |              | \$29,871.60  |
| Grand Total                              |                 |          |              | \$179,229.60 |
| Say                                      |                 |          |              | \$180,000.00 |

# *Lease Narrative and Synopsis*

U R B I T R A N **R** E P O R T



Prepared to  
Connecticut Department of Transportation  
Submitted by  
Urbitran Associates, Inc.

**RAILROAD LEASE AGREEMENT  
NARRATIVE**

STATION NAME: **Wilton Railroad Station; Cannondale Railroad Station**  
STATION OWNER: State of Connecticut Department of Transportation (the "State")  
LESSEE: Town of Wilton

The Lease Agreement dated June 8, 1998 (the "Lease") covers the Wilton Railroad Station and the Cannondale Railroad Station, and related parking areas for a term of ten (10) years, commencing on January 1, 1998, to and including December 31, 2007. Lessee has the right to renew for one (1) additional ten (10) year period.

The leased premises consists of seven (7) parcels along the Danbury Branch Rail Line, containing an aggregate of 2.426 acres, more or less. The Lease expressly excludes from the leased premises the station buildings located on the leased parcels. The Lease also provides that, if Lessee ever acquires ownership or a lease of said station buildings, it will provide space in the railroad stations for commuters to purchase tickets and wait for trains, and for Metro-North Commuter Railroad personnel presently employed on the site.

There is no annual fee under this Lease; however, Lessee is required to pay the difference between revenues and expenses into the Reinvestment Fund each year. Fifty percent of the surplus in the Reinvestment Fund is to be paid to the State every five (5) years.

In addition to the Lease, an Agreement<sup>1</sup> exists between the State and Gregory Hauck and Kimberly Cronin, D.B.A. St. Benedict Guild (the "Second Party"), providing for the lease to the Second Party of a parcel of land containing 0.043 acre. The parcel, to be used for a retail shop for the sale of general merchandise, is located on the westerly side of the Danbury Branch Line (within the railroad right of way) at the Cannondale Railroad Station, in the Town of Wilton.

The term of the Agreement with the Second Party is ten (10) years, commencing February 1, 1990, to and including January 31, 2000. The Second Party has the right to renew for two (2) successive additional ten (10) year periods of time. The Second Party pays rent to the State in the amount of Four Hundred Dollars (\$400.00) per month for use of the leased property for the first year of the initial term. For the remaining nine (9) year period of the initial term, the Second Party pays the State the sum of Five Hundred Dollars (\$500.00) per month. Rent for each ten (10) year renewal period will be adjusted at the beginning of each five (5) year period to reflect the then current market value of the property. The Agreement, which is made subject to the "Standard Railroad Lease, Specifications, and Covenants" dated December 1, 1989, may be terminated by either party on ninety (90) days notice.

---

<sup>1</sup> No. 4.04-01(90)



## LEASE SYNOPSIS

|   |   |
|---|---|
| <b><u>STATION NAME:</u></b>                                   | <b>Wilton Railroad Station;<br/>Cannondale Railroad Station</b>   |
| <b>Type of Document Reviewed</b>                              | Lease Agreement dated 6/8/98  |
| <b>Station Owner</b>  | State of Connecticut Department of Transportation<br>(the " <u>State</u> ")   |
| <b>Lessee</b>   | Town of Wilton  |
| <b>Agreement Number</b>                                       | 6.27-01(97)   |
| <b>Effective Date of Lease</b>                                | 1/1/98  |
| <b>Term</b>   | 10 years  |
| <b>Number of Renewal Periods</b>                              | 1 (at Lessee's option)  |
| <b>Renewal Period</b>   | 10 years  |
| <b>Number of Lessee Renewals Exercised<br/>in Prior Years</b> | 0   |
| <b>Number of Renewals Remaining</b>                           | 1   |
| <b>Expiration Date of Lease</b>                               | 12/31/2007  |
| <b>Recorded?</b>  | Volume 1105, Page 1   |
| <b>Number of Parcels</b>                                      | 7   |
| <b>Total Acreage</b>  | 2.426   |
| <b>How Is Revenue Earned?</b>                                 | Rail parking revenue and revenue from rail-related leases   |
| <b>Are Separate Funds Accounts<br/>Required?</b>              | Yes. Lessee must establish a separate fund (the " <u>Reinvestment Fund</u> ") to accrue reinvestment funds. Revenue generated from all sources derived from the use of the properties described in the Lease, minus mutually agreed to operating and/or maintenance expenses, are to be deposited into the Reinvestment Fund.<br><br>The State reserves the right to approve or disapprove the use of funds in the Reinvestment Fund to ensure improvement and maintenance of rail station buildings, rail station parking and rail station services. |

|  |   |
|--|---|
| <b>Allowable Direct Costs in Calculating Surplus</b>     | Mutually agreed upon operating and maintenance expenses   |
| <b>Allowable Indirect Costs in Calculating Surplus</b>   | Not specified   |
| <b>Is Surplus Deposited in Capital Fund?</b>             | Yes   |
| <b>Is Surplus Shared with the State?</b>                 | Yes. "Surplus" excludes all funds appropriated by Lessee from the Reinvestment Funds, with State's approval, for improvement and maintenance of rail station buildings, rail station parking, and mutually agreed upon rail station services.   |
| <b>How Often is Surplus Shared?</b>                      | At the end of each 5 year period of the initial term and the 1 renewal period thereafter, if any, the State shall receive fifty percent (50%) of the surplus.   |
| <b>Are Certified Financial Statements Required?</b>      | Yes. See <u>Appendix I</u> .  |
| <b>Financial Statement Submission Period</b>             | Lessee shall have prepared and delivered statement(s) of gross revenue to the State within 90 days following the end of each year of the specified term of the Lease or any renewal periods thereafter, or other termination of the Lease.  |
| <b>Is Annual Budget Required?</b>                        | No  |
| <b>Is Repayment of Debt Service Required?</b>            | No  |
| <b>Monthly Debt Repayment Amount</b>                     | n/a   |
| <b>Does State Pay Lessee a Fee?</b>                      | No  |
| <b>Amount of Fee Due Lessee</b>                          | n/a   |
| <b><u>INSURANCE COVERAGE:</u></b>                        |   |
| <b>Property Damage Insurance; Bodily Injury Coverage</b> | Coverage limits of:<br>(1) not less than \$2,000,000 for all damages arising out of any one accident or occurrence, in connection with bodily injury or death and/or injury to or destruction of property; and<br>(2) an aggregate of \$6,000,000 for all injuries to persons or property during the policy period. |
| <b>Other Required Coverage</b>                           | n/a   |

|   |        |
|---|--------|
| <b>Voluntary Coverage</b>                                 | n/a    |
| <b>Is Lessee Self Insured?</b>                            |        |
| <b>Is Certificate of Coverage on File?</b>                |        |
| <b>Named Insured</b>                                      |        |
| <b>State Held Harmless?</b>                               | Yes    |
| <b>Lessee Waives Immunity</b>                             | Yes    |
| <b><u>MAINTENANCE:</u></b>                                |        |
| <b>Enhance Aesthetic Appearance</b>                       | Lessee |
| <b>Not Erecting Signs on Premises</b>                     | Lessee |
| <b>Surface Grade Land</b>                                 | Lessee |
| <b>Install and Maintain Fencing</b>                       | Lessee |
| <b>Install Suitable Drainage</b>                          | Lessee |
| <b>Ice Snow Control of Sidewalks</b>                      | Lessee |
| <b>Install and Maintain Electrical Systems for Lights</b> | Lessee |
| <b>Sweeping and Cleaning Litter</b>                       | Lessee |
| <b>Station Structures</b>                                 | Lessee |
| <b>Platform Gutters</b>                                   | Lessee |
| <b>Fences</b>   | Lessee |
| <b>Signs</b>  | Lessee |
| <b>Platform Lights</b>                                    | Lessee |
| <b>Drains</b>   | Lessee |
| <b>Equipment</b>  | Lessee |
| <b>Electric and Mechanical Systems</b>                    | Lessee |
| <b>Live Rail Facilities</b>                               | State  |

|   |  |
|---|--|
| <b>Platforms</b>                          | Lessee   |
| <b>Railings</b>                           | Lessee   |
| <b>Stairs</b>                             | Lessee   |
| <b>Platform Shelters</b>                  | Lessee   |
| <b>Platform Canopy</b>                    | Lessee   |
| <b>Tunnels</b>                            | n/a  |
| <b>Parking Lots</b>                       | Lessee   |
| <b>Waiting Room</b>                       | Lessee   |
| <b>Ticket Office</b>                      | Lessee   |
| <b><u>PARKING:</u></b>                    |  |
| <b>Parking Fees</b>                       | Where there is a charge for parking, the minimum annual fee per vehicle is \$100.00. The State reserves the right to review and approve any and all parking fees which exceed this minimum fee.<br>Lessee has the right to establish and publish a Daily, Weekly, Monthly, Annual and/or other periodic Parking-Fee Schedule(s). |
| <b>Nondiscrimination Clause</b>           | See <u>Appendix II</u> .   |
| <b><u>COSTS OF LEASEHOLD:</u></b>         |  |
| <b>Water</b>                              | Lessee   |
| <b>Electricity</b>                        | Lessee   |
| <b>Other Public Utilities</b>             | Lessee   |
| <b>Gas</b>                                |  |
| <b>Sewer</b>                              |  |
| <b>Owns Title to Property</b>             | State  |
| <b>Owns Title to Capital Improvements</b> | State  |
| <b>Is Subleasing Allowed?</b>             | No   |

|  |  |
|--|--|
| <b>Can Lease be Sold or Assigned?</b>            | No   |
| <b>Is Security Bond Required?</b>                | No   |
| <b>If so, the Amount</b>                         | n/a  |
| <b><u>OTHER:</u></b>                             |  |
| <b>Is there a Lease to CT Transit?</b>           | No   |
| <b>Termination</b>                               | The State may terminate this Lease upon one year's notice to the Town for reasons of default or if the property is needed for transportation related purposes. |
| <b>Employment/Non Discriminatory Requirement</b> | Yes  |
| <b>Miscellaneous</b>                             | The Lease is made subject to the "Standard Railroad Lease Specifications & Covenants" dated 10/01/97.  |

# *Station Operations Review*

U R B I T R A N **R** E P O R T



Prepared to  
Connecticut Department of Transportation

Submitted by  
Chance Management

Under Contract to  
Urbitran Associates, Inc.

## **WILTON**

### **Wilton and Cannondale Stations**

The Town of Wilton does not take a very active role in the operation and maintenance of the two stations, though both are considered important assets to the community. The Town appears to provide the necessary tasks to keep the lots and stations managing on an operable level. The Town is, however, interested in pursuing, with CDOT, the development of structured parking at Wilton, which would change the current arrangements and level of activity on the part of the town.

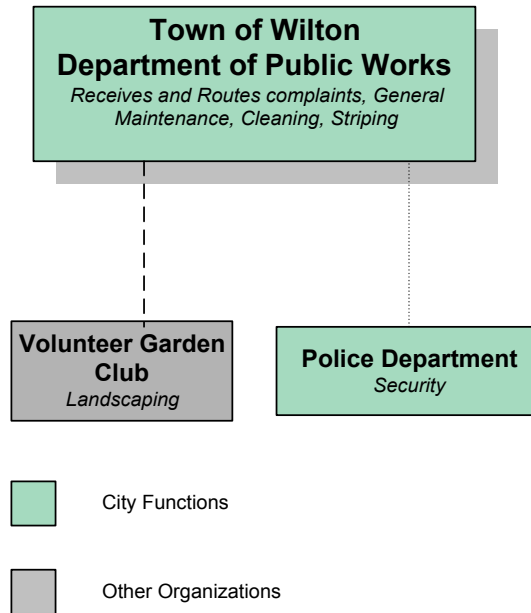
### **Agreements**

The State leases the Wilton and Cannondale Stations and respective parking lots to the Town of Wilton. Operating and maintenance provisions of the lease appear to be followed. However, the lease calls for a minimum annual permit fee of \$100 per vehicle. Based on conversations with municipal officials and upon the parking survey done in another task, there is no fee for parking at either Wilton Station or Cannondale Station.

There is a coffee shop on the station platform at Cannondale, but there was no information available regarding any lease arrangements with this business.

## Organizational Structure

### *Wilton and Cannondale Stations*



The Department of Public Works (DPW) is the primary entity that monitors, maintains and operates the stations and lots. The Director of the DPW for the Town of Wilton, reports to the Town's First Selectman. The Police Department does not directly report to the DPW, but does include the stations in its patrol routes. There is a volunteer garden club that provides landscaping services, but this organization does not report to any municipal department. Within DPW, there is not an organization chart available regarding the operations of the lots and stations. The organization chart above was developed from information gathered from Town officials and staff.

## Operating Procedures

The Department of Public Works is responsible for nearly all responsibilities of the station. As mentioned, a non-profit garden club provides landscaping for the lots. The Police Department provides security of the lots and stations. There are no operating procedures published by the Department of Public Works. All information was gathered from town officials and staff. There is a Beautification Committee for the beautification of the Wilton Station, although there was no information available regarding what this committee actually does. The coffee shop at the Cannondale Station is responsible for the interior housekeeping of the station, although there was no documentation available to confirm this.



**WILTON**

| <b>Procedure</b>               | <b>Responsible Party</b>                         |
|--------------------------------|--|
| Opening and Closing of Station | N/A  |
| Housekeeping Inside Station    | Beautification Committee                         |
| Housekeeping Outside Station   | Department of Public Works                       |
| Daily Maintenance              | Department of Public Works                       |
| Preventative Maintenance       | Department of Public Works                       |
| Landscaping                    | Non Profit Garden Club                           |
| Security                       | Police Department                                |
| Customer Service               | Department of Public Works                       |
| Tenant Performance             | N/A  |
| Parking Enforcement            | Police Department and Department of Public Works |
| Parking Fees and Permits       | N/A  |
| Parking Operation Maintenance  | Department of Public Works                       |

**CANNONDALE**

| <b>Procedure</b>               | <b>Responsible Party</b>                         |
|--------------------------------|--|
| Opening and Closing of Station | N/A  |
| Housekeeping Inside Station    | Coffee Shop                                      |
| Housekeeping Outside Station   | Department of Public Works                       |
| Daily Maintenance              | Department of Public Works                       |
| Preventative Maintenance       | Department of Public Works                       |
| Landscaping                    | Non Profit Garden Club                           |
| Security                       | Police Department                                |
| Customer Service               | Department of Public Works                       |
| Tenant Performance             | N/A  |
| Parking Enforcement            | Police Department and Department of Public Works |
| Parking Fees and Permits       | N/A  |
| Parking Operation Maintenance  | Department of Public Works                       |

# *Station Financial Review*

U R B I T R A N **R** E P O R T



Prepared to  
Connecticut Department of Transportation

Submitted by  
Seward and Monde

Under Contract to  
Urbitran Associates, Inc.

## **CANNONDALE FINANCES**

### **ACCOUNTING ENTITY / BASIS**

There is no separate fund used to manage this property. However, there is a lease agreement between the Town of Wilton (the Town), covering the Wilton and Cannondale stations, and the State. Under the lease the Town agreed to establish a separate account to accrue surplus funds to be reinvested in the property. However, a fee-for-parking operation has not been initiated. Any cost associated with the station platform and parking incurred by the Town is commingled with municipal operations in the Town's general fund. The station building is excluded from the lease. Other expenses for servicing the property are accounted for by Metro-North (see below).

### **FINANCIAL REPORTING TO STATE**

The lease requires annual statement(s) of gross revenue. There is no financial reporting to the State by the Town. There is no fee-for-parking operation being conducted by the Town and thus no gross receipts. The Town provides some services to the parking area, and the station building is maintained by the State primarily through the Metro-North service agreement.

### **REVENUES**

The Town does not charge for parking. No revenues are derived other than possibly advertising at the platforms received through the Metro-North service agreement.

There is a rental agreement directly between a vendor (a small general store) and the State for railroad certain property on the west side of the tracks whereby rental payments are made directly to the State.

### **EXPENSES**

The Town provides security through the local police department and maintenance to the station building and grounds through the public works department.

*Metro-North and ConnDOT* – The State also incurs station expenses through its service agreement with Metro-North / Metropolitan Transit Authority. These expenses are accounted for by Metro-North and included in the charge to the State. The expenses generally relate to maintaining the platform at each station. Metro-North performs cyclical maintenance and on-call repairs and maintenance as needed. Metro-North is also responsible to maintain any ticketing area on railroad property. Such costs have been identified and included in the financial presentation.

The Metro-North service agreement also provides that the State pay for the allocated cost of station maintenance forces. These allocated indirect costs have not been included in the financial presentation.

The local government is not in direct control of the services rendered by Metro-North. These services are controlled by the service agreement. The service agreement is outside of any arrangement or agreement with the local government.

ConnDOT also incurs expense for its administrative oversight of the operating leases and the physical properties. These expenses were not compiled or presented in the financial presentation.

### ***FINANCIAL PRESENTATION IN COMPARISON TO THE PARKING INVENTORY***

A parking inventory and utilization report is presented separately as Task 2 in this study. Since all railroad parking is free, there is currently no financial reporting to the State. The finances shown herein are the State's cost for Metro-North general maintenance of the platforms as previously explained. The parking inventory covers only the spaces at Cannondale station which are subject to the State's lease with the Town of Wilton.

**CANNONDALE RAILROAD STATION AND PARKING OPERATIONS**

|   | YEAR 1996            |                     |                     |               | YEAR 1997            |                   |                   |               |
|---|----------------------|---------------------|---------------------|---------------|----------------------|-------------------|-------------------|---------------|
|   | OPERATING AGREEMENTS |                     |                     |               | OPERATING AGREEMENTS |                   |                   |               |
|   | LOCAL GOVT           | METRO-NORTH         | TOTAL               | %             | LOCAL GOVT           | METRO-NORTH       | TOTAL             | %             |
| <b><u>REVENUES</u></b>  |                      |                     |                     |               |                      |                   |                   |               |
| PARKING   | \$ -                 | \$ -                | \$ -                | 0.0%          | \$ -                 | \$ -              | \$ -              | 0.0%          |
| RENTS   | \$ -                 | \$ -                | \$ -                | 0.0%          | \$ -                 | \$ -              | \$ -              | 0.0%          |
| INVESTED FUNDS  | \$ -                 | \$ -                | \$ -                | 0.0%          | \$ -                 | \$ -              | \$ -              | 0.0%          |
| OTHER   | \$ -                 | \$ -                | \$ -                | 0.0%          | \$ -                 | \$ -              | \$ -              | 0.0%          |
|   | <u>\$ -</u>          | <u>\$ -</u>         | <u>\$ -</u>         | <u>0.0%</u>   | <u>\$ -</u>          | <u>\$ -</u>       | <u>\$ -</u>       | <u>0.0%</u>   |
| <br><b><u>STATION, PLATFORMS AND PARKING EXPENSES</u></b>   |                      |                     |                     |               |                      |                   |                   |               |
| REPAIRS AND MAINTENANCE   | \$ -                 | \$ 19,223           | \$ 19,223           | 11.3%         | \$ -                 | \$ 3,074          | \$ 3,074          | 82.8%         |
| UTILITIES   | \$ -                 | \$ -                | \$ -                | 0.0%          | \$ -                 | \$ -              | \$ -              | 0.0%          |
| RENT  | \$ -                 | \$ -                | \$ -                | 0.0%          | \$ -                 | \$ -              | \$ -              | 0.0%          |
| SECURITY  | \$ -                 | \$ -                | \$ -                | 0.0%          | \$ -                 | \$ -              | \$ -              | 0.0%          |
| INSURANCE AND CLAIMS  | \$ -                 | \$ 150,000          | \$ 150,000          | 88.6%         | \$ -                 | \$ -              | \$ -              | 0.0%          |
| GENERALLY CLASSIFIED EXPENSES (INCLUDING UNSPECIFIED - DIRECT, -INDIRECT, - ADMINISTRATIVE, -AND GENERAL ALLOCATIONS) | \$ -                 | \$ 150              | \$ 150              | 0.1%          | \$ -                 | \$ 641            | \$ 641            | 17.2%         |
| CONNECTICUT SALES TAX   | \$ -                 | \$ -                | \$ -                | 0.0%          | \$ -                 | \$ -              | \$ -              | 0.0%          |
|   | <u>\$ -</u>          | <u>\$ 169,373</u>   | <u>\$ 169,373</u>   | <u>100.0%</u> | <u>\$ -</u>          | <u>\$ 3,715</u>   | <u>\$ 3,715</u>   | <u>100.0%</u> |
| <br><b><u>NET PROFIT (LOSS)</u></b>   | <u>\$ -</u>          | <u>\$ (169,373)</u> | <u>\$ (169,373)</u> |               | <u>\$ -</u>          | <u>\$ (3,715)</u> | <u>\$ (3,715)</u> |               |
| <br><b><u>LOCAL GOVERNMENT'S RAILROAD FUND</u></b>  |                      |                     |                     |               |                      |                   |                   |               |
| ACCUMULATED SURPLUS (DEFICIT)   | \$ -                 |                     |                     |               | \$ -                 |                   |                   |               |
| LESS - LOCAL GOVERNMENT'S SHARE   |                      |                     |                     |               |                      |                   |                   |               |
| NET AVAILABLE RAILROAD FUND SURPLUS (DEFICIT)   | <u>-</u>             |                     |                     |               | <u>-</u>             |                   |                   |               |
| <b><u>STATE'S AVAILABLE SHARE @ 50%</u></b>   | <u>\$ -</u>          |                     |                     |               | <u>\$ -</u>          |                   |                   |               |

**CANNONDALE RAILROAD STATION AND PARKING OPERATIONS**

|   | YEAR 1998            |                   |                   |               | YEAR 1999            |                |                |               |
|---|----------------------|-------------------|-------------------|---------------|----------------------|----------------|----------------|---------------|
|   | OPERATING AGREEMENTS |                   |                   |               | OPERATING AGREEMENTS |                |                |               |
|   | LOCAL GOVT           | METRO-NORTH       | TOTAL             | %             | LOCAL GOVT           | METRO-NORTH    | TOTAL          | %             |
| <b><u>REVENUES</u></b>  |                      |                   |                   |               |                      |                |                |               |
| PARKING   | \$ -                 | \$ -              | \$ -              | 0.0%          | \$ -                 | \$ -           | \$ -           | 0.0%          |
| RENTS   | \$ -                 | \$ -              | \$ -              | 0.0%          | \$ -                 | \$ -           | \$ -           | 0.0%          |
| INVESTED FUNDS  | \$ -                 | \$ -              | \$ -              | 0.0%          | \$ -                 | \$ -           | \$ -           | 0.0%          |
| OTHER   | \$ -                 | \$ -              | \$ -              | 0.0%          | \$ -                 | \$ -           | \$ -           | 0.0%          |
|   | <u>\$ -</u>          | <u>\$ -</u>       | <u>\$ -</u>       | <u>0.0%</u>   | <u>\$ -</u>          | <u>\$ -</u>    | <u>\$ -</u>    | <u>0.0%</u>   |
| <br><b><u>STATION, PLATFORMS AND PARKING EXPENSES</u></b>   |                      |                   |                   |               |                      |                |                |               |
| REPAIRS AND MAINTENANCE   | \$ -                 | \$ 1,478          | \$ 1,478          | 60.6%         | \$ -                 | \$ (333)       | \$ (333)       | -604.0%       |
| UTILITIES   | \$ -                 | \$ -              | \$ -              | 0.0%          | \$ -                 | \$ -           | \$ -           | 0.0%          |
| RENT  | \$ -                 | \$ -              | \$ -              | 0.0%          | \$ -                 | \$ -           | \$ -           | 0.0%          |
| SECURITY  | \$ -                 | \$ -              | \$ -              | 0.0%          | \$ -                 | \$ -           | \$ -           | 0.0%          |
| INSURANCE AND CLAIMS  | \$ -                 | \$ -              | \$ -              | 0.0%          | \$ -                 | \$ -           | \$ -           | 0.0%          |
| GENERALLY CLASSIFIED EXPENSES (INCLUDING UNSPECIFIED -<br>DIRECT, -INDIRECT, - ADMINISTRATIVE, -AND GENERAL<br>ALLOCATIONS) | \$ -                 | \$ 960            | \$ 960            | 39.4%         | \$ -                 | \$ 389         | \$ 389         | 704.0%        |
| CONNECTICUT SALES TAX   | \$ -                 | \$ -              | \$ -              | 0.0%          | \$ -                 | \$ -           | \$ -           | 0.0%          |
|   | <u>\$ -</u>          | <u>\$ 2,439</u>   | <u>\$ 2,439</u>   | <u>100.0%</u> | <u>\$ -</u>          | <u>\$ 55</u>   | <u>\$ 55</u>   | <u>100.0%</u> |
| <br><b><u>NET PROFIT (LOSS)</u></b>   | <u>\$ -</u>          | <u>\$ (2,439)</u> | <u>\$ (2,439)</u> |               | <u>\$ -</u>          | <u>\$ (55)</u> | <u>\$ (55)</u> |               |
| <br><b><u>LOCAL GOVERNMENT'S RAILROAD FUND</u></b>  |                      |                   |                   |               |                      |                |                |               |
| ACCUMULATED SURPLUS (DEFICIT)   | \$ -                 |                   |                   |               | \$ -                 |                |                |               |
| LESS - LOCAL GOVERNMENT'S SHARE   |                      |                   |                   |               |                      |                |                |               |
| NET AVAILABLE RAILROAD FUND SURPLUS (DEFICIT)   | <u>-</u>             |                   |                   |               | <u>-</u>             |                |                |               |
| <b><u>STATE'S AVAILABLE SHARE @ 50%</u></b>   | <u>\$ -</u>          |                   |                   |               | <u>\$ -</u>          |                |                |               |



Traffic and Transportation  
Bridge and Civil Engineering  
Architecture  
Parking Services  
Construction Inspection  
Environmental Services  
Transit Services  
Structural Engineering

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## URBITRAN REPORT

71 West 23rd Street  
New York, New York 10010  
212.366.6200  
Fax 212.366.6214

12 West 27th Street, 12th Floor  
New York, NY 10001  
212.366.6200  
Fax 646.424.0835

**New Jersey**  
2 Ethel Road - Suite 205B  
Edison, New Jersey 08817  
732.248.5422  
Fax 732.248.5424

150 River Road, Building E  
Montville, NJ 07045  
973.299.2910  
Fax 973.299.0347

**Connecticut**  
50 Union Avenue  
Union Station, Third Floor East  
New Haven, CT 06519  
203.789.9977  
Fax 203.789.8809

**California**  
1440 Broadway, Suite 500  
Oakland, CA 94612  
510.839.0810  
Fax 510.839.0854

**Massachusetts**  
275 Southamptn Road  
Holyoke, MA 01040  
413.539.9005

**Albany**  
6 Meadowlark Drive  
Cohoes, NY 12047  
P.O.Box 524  
518.235.8429