

Individual Station Report

Milford

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

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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.

Milford

The outgoing mayor in Milford felt that the Milford Transit District does an excellent job operating and maintaining the rail station and parking lots for the town. The town's biggest problem is that the station is very busy and parking is becoming a problem in the downtown area as a result. While they want to keep the station in the center of town, businesses are concerned with the growth of the parking needs for it. There is a sentiment expressed in the community to

look at restricted parking for residents only, as a lot of commuters originate in Orange, Woodbridge, and West Haven, where there are no stations. The town is looking at changing the time limits for street parking in the immediate area as well as in adjacent neighborhoods, and also is increasing its enforcement of parking regulations. The spokesman for the town acknowledged the importance of Milford as a regional station for commuters from towns without one, and understands the importance of allowing non-residents to park there, citing in particular the need to relieve traffic on I-95. The town wants people to use the train from Milford and wants to solve its parking problems. They may consider a deck in the future, but feel that such a plan is tied into the location of the Orange/West Haven station, which could shift people and relieve some of the pressure. Still, he estimates a need for 150 more spaces even if the new station is built in the near future.

The station was not seen as a significant contributor to the economy of downtown businesses. It was felt that most people simply drive to and from the station without spending time or money in the adjacent area. At the same time, it was felt that the downtown location is contributing to the strength of the housing market in the general area, and cited new apartments being constructed in the downtown area which will be attractive to commuters.

CDOT using condemnation to obtain space for a new lot or deck would be a problem for the local community. CDOT building a deck on existing property or through a land purchase would not be a problem, nor would CDOT running the facility and setting rates.

Overall, the Mayor stated that the situation in Milford with CDOT is “great” and that CDOT is generally cooperative, although we needed to talk with the Milford Transit District for their viewpoint. The town is committed to the regional perspective and would most likely accept a “tasteful” deck if the process was done “with sensitivity.”

Customer Opinion Survey

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



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Urbitran Associates, Inc.

Milford

No surveys were distributed because the station was under construction for ADA rehabilitation. Therefore, customer opinions would have been significantly different; they would have reflected the situation prior to the major reconstruction and not the situation expected after the completion of the construction.

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.

Milford

Milford was undergoing construction at the station site during this inventory. Approximately 444 spaces are provided for rail commuters parking in four lots. Two parking areas are situated at the station on both sides of the tracks and it is estimated that 141 spaces are provided. The third 228-space lot is located across from the rail station. The fourth parking area contains 75 spaces and is located along the eastbound side of the tracks. Parking at the library is restricted to Milford residents and a town permit must be displayed.

The Milford Transit Company reports a 3-year waiting list for rail station parking with 520 people currently waiting. Milford Transit issues between 380 and 400 permits annually for use in the 361 state-owned permit spaces, an over-sale ratio between 5.3 and 10.8%.

Private parking is also available providing an additional 115 parking spaces in close proximity to the rail station and 100 spaces at a greater distance.

Parking Area Ownership

The State of Connecticut owns four parking lots situated next to the tracks. Three separate private entities (AGRO, B&W, Milford Library) own the other three lots available to rail customers. The State owns 65.7% of the rail station parking at the Milford Station. Figure 5 maps the location and ownership of the parking lots.

Fee Structure

Parking costs are presented below:

Rate Schedule	Milford Station Parking	Private Parking
Semi-Annual Rate	\$150	
Annual Rate	\$250	
Daily Rate		\$5.00

Proximity parking (Lots 1 and 4) exceeded 90% utilization. Lot 3, at 79% utilization, is across from the train station and requires a greater walking distance to the station.

Table 5 shows station capacity by lot, vehicle counts, and percent utilization.

Table 5: Milford Rail Station Parking Capacity and Utilization

Location	Capacity	Vehicle Count	Utilization	Ownership
Lot 1				state
Permit	50	50	100.0%	
Daily	0	0	N/A	
Handicap	4	0	0.0%	
Total Lot 1	54	50	92.6%	
Lot 2*				state
Permit	83	0	0.0%	
Daily	0	0	N/A	
Handicap	4	0	0.0%	
Total Lot 2	87	0	0.0%	
Lot 3				state
Permit	228	181	79.4%	
Daily	0	0	N/A	
Handicap	0	0	N/A	
Total Lot 3	228	181	79.4%	
Lot 4**				state
Permit	0	0	N/A	
Daily	75	71	94.7%	
Handicap	0	0	N/A	
Total Lot 4	75	71	94.7%	
Lot 5				private - AGRO
Permit	52	43	82.7%	
Daily	0	0	N/A	
Handicap	0	0	N/A	
Total Lot 5	52	43	82.7%	
Lot 6				private - B&W
Permit	80	72	90.0%	
Daily	0	0	N/A	
Handicap	0	0	N/A	
Total Lot 6	80	72	90.0%	
Milford Library Lot***				private
Permit	100	92	92.0%	
Daily	0	0	N/A	
Handicap	0	0	N/A	
Total Milford Library Lot	100	92	92.0%	
Permit	593	438	73.9%	<i>state</i>
Daily	75	71	94.7%	444
Handicap	8	0	0.0%	<i>private</i>
TOTAL PARKING	676	509	75.3%	232

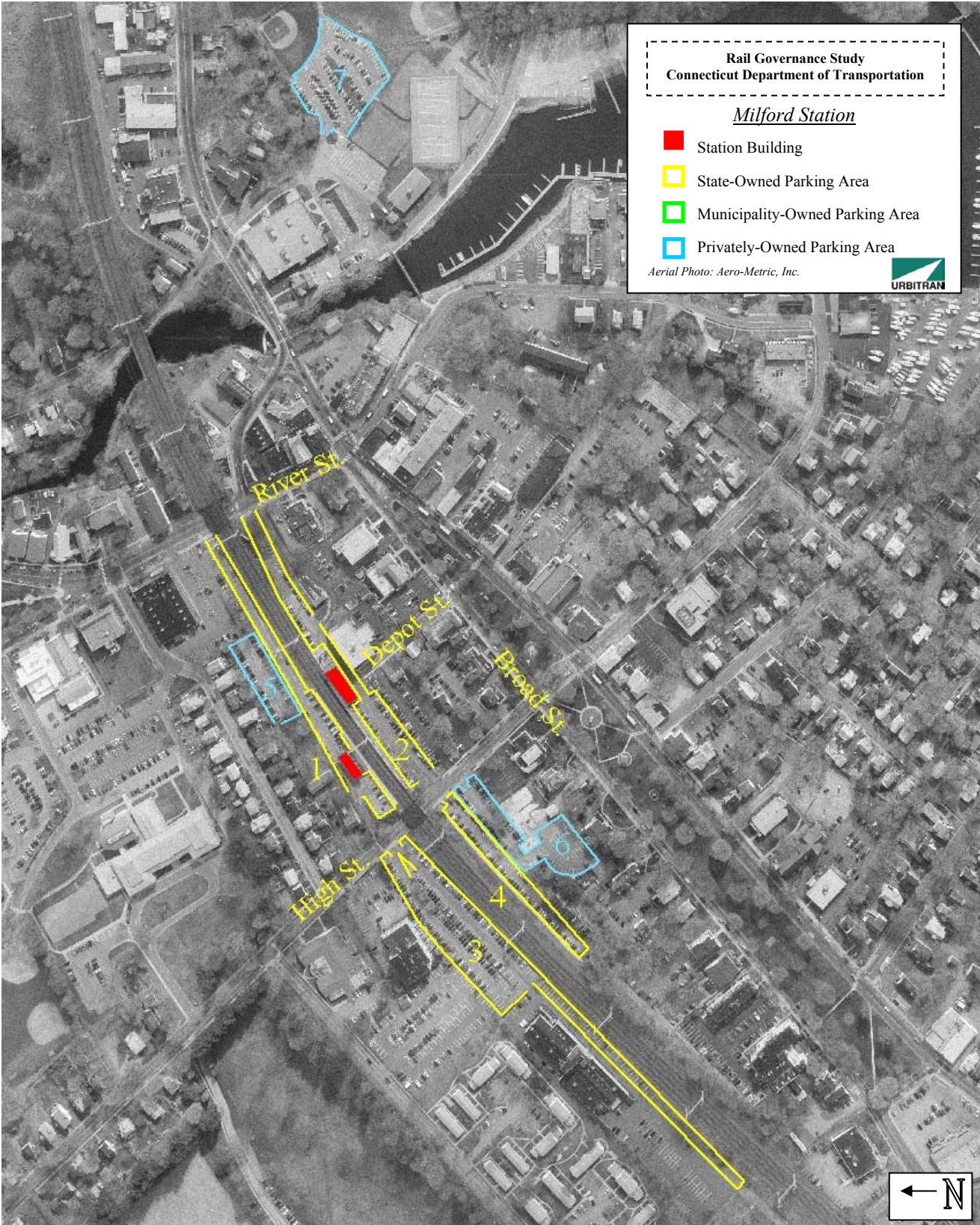
Note: There was construction activity in Lots 1, 2, and the back portion of Lot 3 along the tracks. Space inventory and vehicle counts are best estimates.

*Due to construction activity, actual counts were not taken. Numbers used are 1997 CDOT Report tables.

**The vehicle count includes 15 spaces that are parked in unstriped spaces along side a building

***Parking behind the Milford Library is for residents only

Figure 5: Milford Rail Station Parking Map



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
FOR THE
MILFORD 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: Milford
LINE: New Haven Line
INSPECTION DATE: 8/23/02
INSPECTION AGENCY / FIRM: UA
INSPECTORS: RGW
WEATHER: Sunny, 80's

CONN. DEPT OF TRANSPORTATION
STATION INSPECTION REPORT
SHEET 2 OF 36

PARKING ELEMENTS

QUADRANT # I

TYPE OF SURFACE: asphalt PAVED; _____ GRAVEL; _____ DIRT;
_____ OTHER (DESCRIBE)

CONDITION OF PAVED SURFACE: 3

CONDITION OF STRIPING: 2

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

SIGNAGE: 3

FENCE AND GUARDRAIL: 3

LANDSCAPE: 3

SIDEWALK: 3

CURB: 3

QUADRANT # II

TYPE OF SURFACE: asphalt PAVED; _____ GRAVEL; _____ DIRT;
_____ OTHER (DESCRIBE)

CONDITION OF PAVED SURFACE: 2

CONDITION OF STRIPING: 3

CONDITION OF BASIN / DRAINS / ETC: 5
(FOR LOCATION SEE SHEET: _____)

SIGNAGE: 3

FENCE AND GUARDRAIL: 3

LANDSCAPE: 3

SIDEWALK: 5

CURB: 3

STATION: Milford
LINE: New Haven Line
INSPECTION DATE: 8/23/02
INSPECTION AGENCY / FIRM: UA
INSPECTORS: RGW
WEATHER: Sunny, 80's

CONN. DEPT OF TRANSPORTATION
STATION INSPECTION REPORT
SHEET 3 OF 36

PARKING ELEMENTS

QUADRANT # III

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

CONDITION OF PAVED SURFACE: 3

CONDITION OF STRIPING: 3

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

SIGNAGE: 3

FENCE AND GUARDRAIL: 3

LANDSCAPE: 3

SIDEWALK: 5

CURB: 3

QUADRANT # IV

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

CONDITION OF PAVED SURFACE: 3

CONDITION OF STRIPING: 3

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

SIGNAGE: 3

FENCE AND GUARDRAIL: 3

LANDSCAPE: 3

SIDEWALK: 5

CURB: 3

STATION: Milford
LINE: New Haven Line
INSPECTION DATE: 8/23/02
INSPECTION AGENCY / FIRM: UA
INSPECTORS: RGW
WEATHER: Sunny, 80's

CONN. DEPT OF TRANSPORTATION
STATION INSPECTION REPORT
SHEET 4 OF 36

PARKING ELEMENTS

QUADRANT # V

TYPE OF SURFACE: x asphalt 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: 5

LANDSCAPE: 3

SIDEWALK: 3

CURB: 3

STATION: Milford
 LINE: New Haven
 INSPECTION DATE : January 4, 2002
 INSPECTION AGENCY / FIRM: Parsons Brinckerhoff
 INSPECTORS: Jim Connell & Dave Lang
 TIME OF INSPECTION: P.M.
 WEATHER: Clear and Cold

CONN. DEPT OF TRANSPORTATION
 STATION INSPECTION REPORT
 SHEET 5 OF 36

PLATFORM --- LIGHTING

Span Number	Fixture Type	Manufacturer	Model Number	Rating	Support Condition	Estimated Age/Life(y/y)	Visual Condition
n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a

Remarks: See the Platform Service Section for remarks.

PLATFORM --- LIGHTING LEVELS (fc)

NORTHBOUND PLATFORM					
see remarks	see remarks	see remarks	see remarks	see remarks	see remarks
TRACKS---{					
see remarks	see remarks	see remarks	see remarks	see remarks	see remarks
SOUTHBOUND PLATFORM					

STATION: Milford
 LINE: New Haven
 INSPECTION DATE : January 4, 2002
 INSPECTION AGENCY / FIRM: Parsons Brinckerhoff
 INSPECTORS: Jim Connell & Dave Lang
 TIME OF INSPECTION: P.M.
 WEATHER: Clear and Cold

CONN. DEPT OF TRANSPORTATION
 STATION INSPECTION REPORT
 SHEET 6 OF 36

PLATFORM --- SERVICE

Voltage Rating (V)	n/a	Type of 3 phase connection		Delta	n/a	Wye	n/a
		Method of Entrance		Overhead	n/a	Underground	n/a
Rating of Main Breaker (A)	n/a	Origin of Service		Pole	n/a	Transformer	n/a
		Code Compliant		Yes	n/a	No	n/a
Quantity of Phases	n/a	Pole Number & Street	n/a	Wire Sizes	n/a		

Remarks: The platform is under construction and has temporary feeders from the station to the platform power and lighting. A complete station renovation was underway; therefore, documentation of existing conditions is minimal.

PLATFORM --- ELECTRICAL SYSTEMS

Electrical Device	Manufacturer	Model Number	Rating	Location	Estimated Age/Life(y/y)	Visual Condition
Main Distribution Panel	n/a	n/a	n/a	n/a	n/a	n/a
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	n/a	n/a	n/a	n/a	n/a	n/a
Grounding	n/a	n/a	n/a	n/a	n/a	n/a
Lighting Controls	n/a	n/a	n/a	n/a	n/a	n/a
Public Telephone	n/a	n/a	n/a	n/a	n/a	n/a
Station Telephone	n/a	n/a	n/a	n/a	n/a	n/a

Remarks: _____

STATION: Milford

CONN. DEPT OF TRANSPORTATION
STATION INSPECTION REPORT
SHEET 7 OF 36

INSPECTORS: Jim Connell & Dave Lang

DATE: January 4, 2002

STATION PLATFORM --- ELECTRICAL AND LIGHTING SUMMARY

At the time of inspection, the platforms were under construction and were scheduled to have all new electrical and lighting equipment.

STATION: Milford _____

LINE: New Haven _____

INSPECTION DATE : January 4, 2002 _____

INSPECTION AGENCY / FIRM: Parsons Brinckerhoff _____

INSPECTORS: J. Duncan & T. Abrahamson _____

TIME OF INSPECTION: A.M. _____

WEATHER: Clear & Cool _____

CONN. DEPT OF TRANSPORTATION

STATION INSPECTION REPORT

SHEET 8 OF 36

PLATFORM - PLUMBING

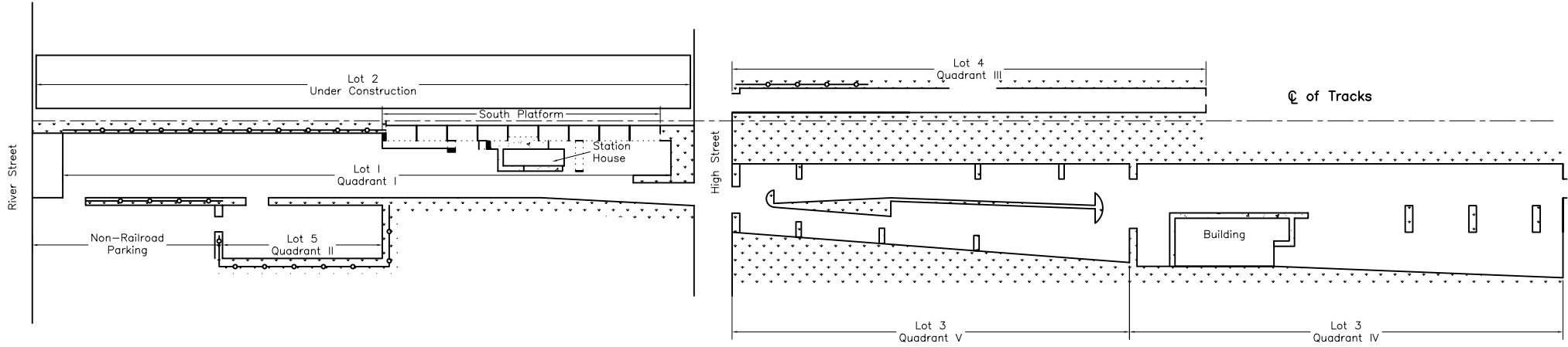
SPAN NO.	GUTTER	DOWNSPOUT/ PIPING	CLEAN-OUTS	SPAN NO.	GUTTER	DOWNSPOUT/ PIPING	CLEAN-OUTS
All	Gutters and downspouts are in good condition.						
	The end drain is now disconnected due to new construction						

PLATFORM - FIXTURES--N/A

SPAN #: _____
 MODEL: _____
 YEAR: _____
 MANUFACTURER: _____
 CONDITION: _____

SPAN #: _____
 MODEL: _____
 YEAR: _____
 MANUFACTURER: _____
 CONDITION: _____

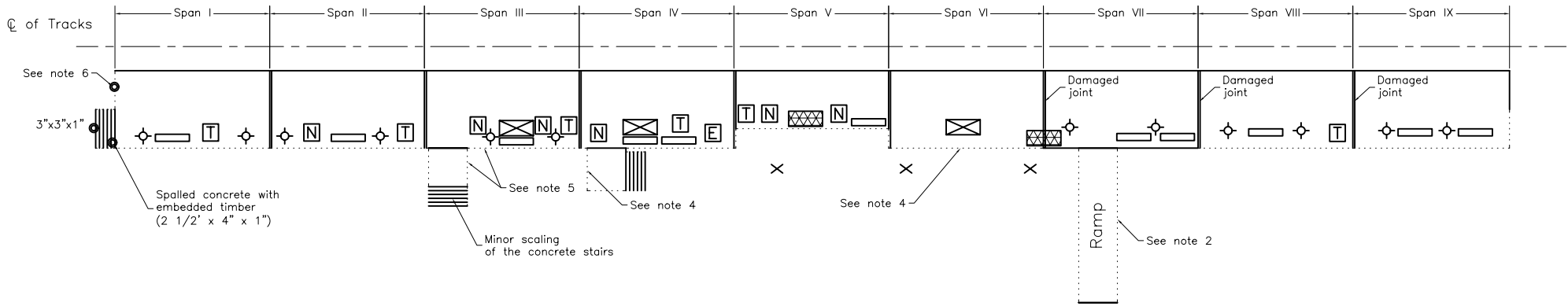
SPAN #: _____
 MODEL: _____
 YEAR: _____
 MANUFACTURER: _____
 CONDITION: _____



- Legend:
- Fence
 - Guardrail
 - Pedestrian Rail
 - Grass
 - Sidewalk

- NOTES:
1. The entire north platform was under construction during the time of inspection.
 2. Lot 2 was under construction during the time of inspection as well as parts of Lot 1 and Lot 3.
 3. Parts of the south platform was under construction during the time of our inspection.

Urbitran Associates, Inc.
Connecticut Dept. of Transportation
Milford Station General Plan
Date: 8/23/02



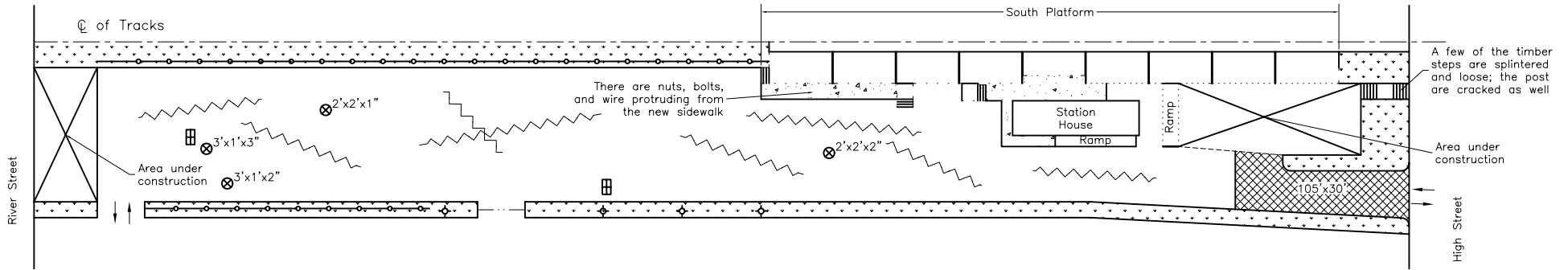
Legend:

- Pedestrian Rail
- Spalled concrete
- ◆ Light
- × Canopy Column
- ▭ Sign
- ▭ (with X) Bench
- ▭ (with T) Trash Receptacle
- ▭ (with N) Newspaper Dispenser
- ▭ (with E) Electrical Box
- Joint
- ▭ (with cross-hatch) Moveable Metal Platform

NOTES:

1. The base plates for the double tees are typically rusted and deteriorated.
2. There is spalled concrete adjacent to the railing base plates (12) which are deteriorated and rusted.
3. There is a combination of timber and metal pedestrian railing.
4. The timber railing is loose.
5. The metal railing is damaged and replaced with timber.
6. The web of the double tee is spalled with exposed rebar (6"x4"x1/2").
7. At the time of out inspection construction was being performed.

Urbitran Associates, Inc.
Connecticut Dept. of Transportation
Milford Station South Platform Plan
Date: 8/23/02



A few of the timber steps are splintered and loose; the post are cracked as well

Area under construction

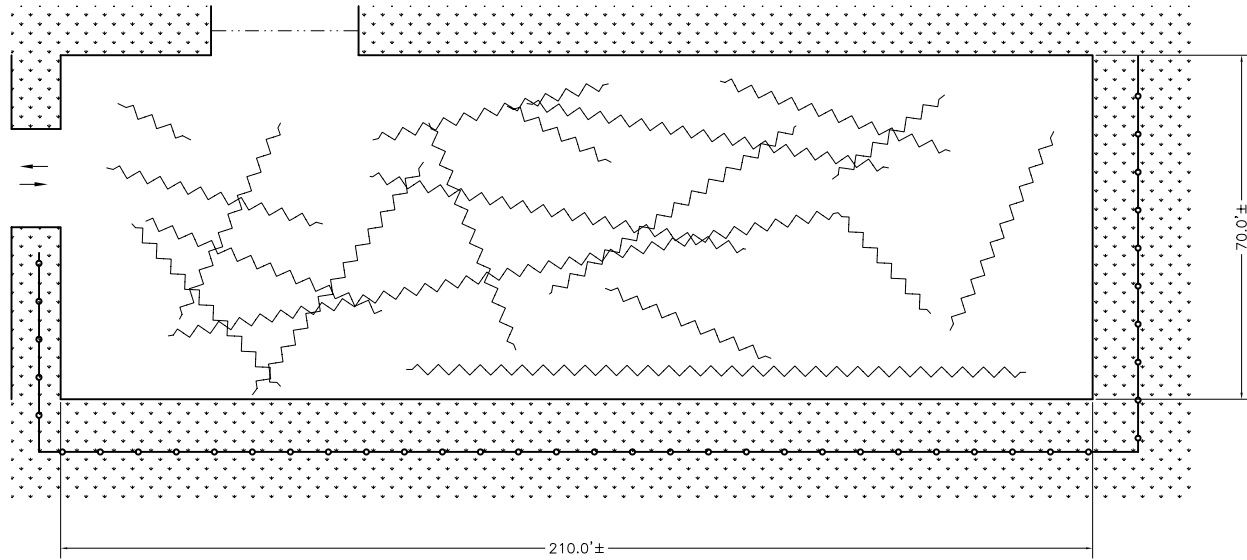
There are nuts, bolts, and wire protruding from the new sidewalk

Area under construction

- Legend:
- Fence
 - Chain
 - Pedestrian Rail
 - Crack
 - Cracked and Uneven Driving Surface
 - Grass
 - Sidewalk
 - Drain
 - Pothole
 - Light

- NOTES:
1. 10% of the surface is cracked.
 2. The striping is faded throughout the Quadrant.

Urbitran Associates, Inc.
Connecticut Dept. of Transportation
Milford Station Quadrant I Plan
Date: 8/23/02



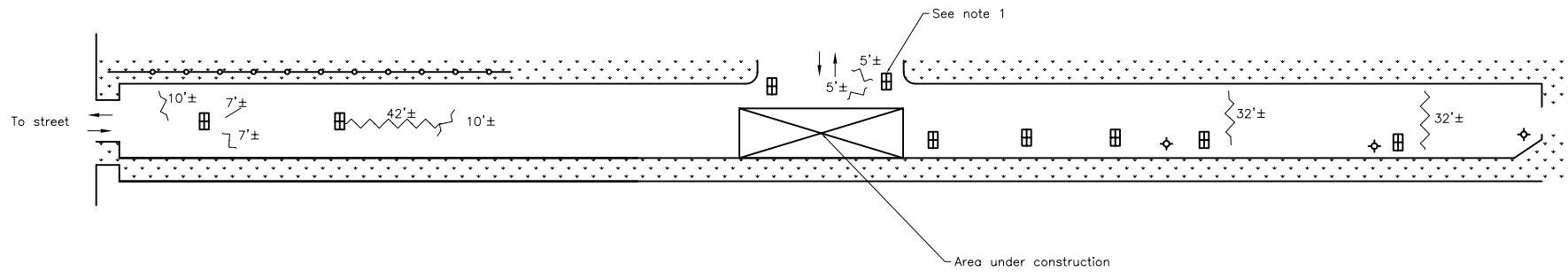
Legend:

- Fence
- Chain
- Crack
- Grass

NOTES:

1. 40% of the surface is cracked with vegetation growth.

Urbitran Associates, Inc.
Connecticut Dept. of Transportation
Milford Station Quadrant II
Date: 8/23/02



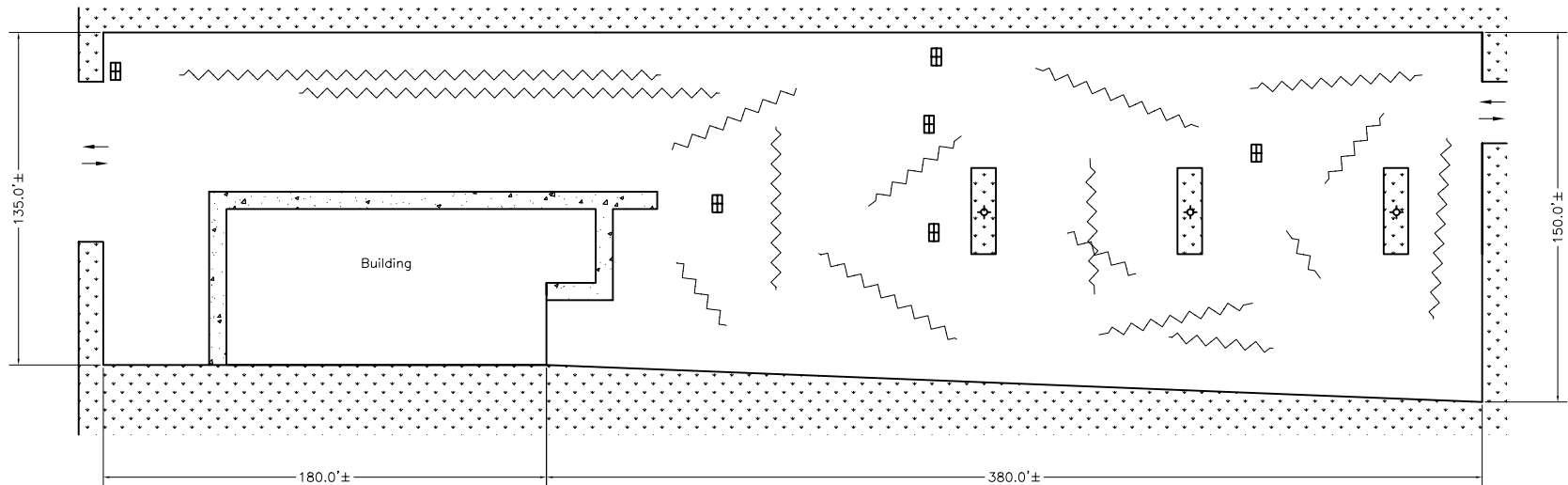
NOTES:

1. There is spalled concrete and vegetation growth adjacent to the drain.






Legend:

- Fence
- Crack
- Map Cracking
- Grass
- Light

Urbitran Associates, Inc.
Connecticut Dept. of Transportation
Milford Station Quadrant III Plan
Date: 8/23/02



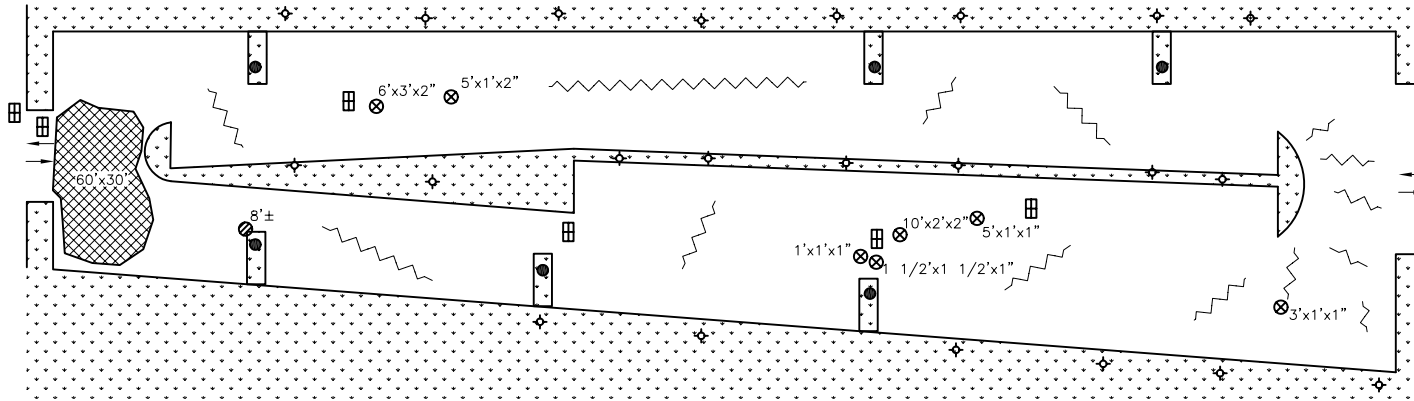
Legend:

-  Crack
-  Grass
-  Sidewalk
-  Drain
-  Light

NOTES:

1. 20% of the asphalt surface is cracked with vegetation growth.

Urbitran Associates, Inc.
Connecticut Dept. of Transportation
Milford Station Quadrant IV Plan
Date: 8/23/02



NOTES:

1. 10% of the asphalt surface is cracked.

Legend:

- Crack
- Area with cracks, potholes, and an uneven driving surface
- Grass
- Drain
- Pothole
- Missing Curb
- Electric Pole
- Light

Urbitran Associates, Inc.
Connecticut Dept. of Transportation
Milford Station Quadrant V Plan
Date: 8/23/02

STATION: Milford

CONN. DEPT OF TRANSPORTATION
 STATION INSPECTION REPORT
 SHEET 16 OF 36

INSPECTORS: RGW

DATE: 8/1/02

RATINGS		PHOTO NO.	REMARKS:	
NEW	PREV			
2		9-10	Span III,IV,VI	1 - The timber railing is loose
2		12	Span I	3 - There is embedded timber in the concrete beneath the spalled area.
2		13-14	Span VI-VIII	4 - The joints are damaged
2		11	Span VII	5 - There is spalled concrete adjacent to the railing base plates
3		15	Span I	15 - At the base of the web there is spalled concrete with exposed rebar
NA		16	NA	NA - Parts of the south platform was under construction at the time of inspection
2		19	All Spans	NA - The base plates for the double tee are deteriorated and rusted
2		17-18	Quad I	NA - The timber stairs are cracked and loose
2		20-21	Quad I	Surface - In isolated areas there are potholes, cracks and / or and uneven driving surface
2		22	Quad I	Striping - The striping is faded
3		23	Quad I	Sidewalk - There is missing / uninstalled utility pole with exposed nuts, bolts, and wire
NA		24-25	Quad I	NA - There are isolated areas where construction was being performed during the time of inspection
2		26	Quad II	Surface - Typical asphalt cracks with vegetation growth
3		27	Quad III	Surface - There is spalled concrete and vegetation growth adjacent to the drain

Milford Station

Description	Units	Quantity	Price / Unit	Total Cost
Replacing asphalt pavement				
-Remove asphalt	yd ³	3925.00	\$22.00	\$86,350.00
-6" asphalt top course and binder course	yd ²	10870.00	\$25.00	\$271,750.00
-7" aggregate base	yd ³	2115.00	\$20.00	\$42,300.00
Repair potholes				
-Remove asphalt	yd ³	2.00	\$22.00	\$44.00
-6" asphalt top course and binder course	yd ²	12.00	\$25.00	\$300.00
Replace timber stairs	LS	-	-	\$1,500.00
Striping **	ft	2475.00	\$1.00	\$2,475.00
Replace pedestrian railing *	ft	560.00	\$22.00	\$12,320.00
Repair spalled concrete *	ft ²	10.00	\$140.00	\$1,400.00
Misc (clean and paint structural steel) *	LS	-	-	\$5,000.00
Mobilization / Demobilization (10%)				\$42,343.90
Sub-total				\$465,782.90
Contingency (20%)				\$93,156.58
Grand Total				\$558,939.48
Say				\$559,000.00

* At the time of inspection construction was being performed. Therefore these cost might not pertain at the time of repair.

** Stripping quantity is based upon 55 parking spaces as per the "1997 New Haven Line and Shore Line East Parking Inventory".

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.

Urbitran Associates

**RAILROAD LEASE AGREEMENT
NARRATIVE**

STATION NAME: **Milford Railroad Station**
STATION OWNER: State of Connecticut Department of Transportation (the "State")
LESSEE: Milford Transit District

The State agrees to lease to the Milford Transit District ("MTD" or "Lessee") four (4) parcels of land situated on the New Haven Main Line within the railroad right-of-way, containing an aggregate of 4.78 acres, more or less. The term of the Lease Agreement (the "Lease") is ten (10) years, commencing on June 1, 1998, to and including May 31, 2008. MTD has the right to renew for four (4) successive ten (10) year periods of time.

There is no annual fee under the Lease; however, the Town 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 may be withdrawn by the State every five (5) years for use on other New Haven Line projects. The Lease contains standard provisions for the financial reporting of Revenue and Expenses.

The use of one (1) parking space is reserved for the State.

The Lease is made subject to the "Standard Railroad Lease Specifications & Covenants" dated October 1, 1997.¹ There are no other provisions in this Lease which distinguish it from the mass of railroad lease agreements between the State and the various cities and towns having stops on the Metro-North line.

¹ Item (28) of the "Standard Railroad Lease Specifications & Covenants," dealing with equal employment opportunities, is not applicable to the Lease and is deleted in its entirety.

LEASE SYNOPSIS

<u>STATION NAME:</u>	Milford Railroad Station
Lease Document(s) Reviewed	Lease Agreement dated 6/8/98
Station Owner	State of Connecticut Department of Transportation (the “State”)
Lessee	Milford Transit District
Agreement Number	12.30-02(97)
Effective Date of Original Lease	6/1/88
Term	10 years
Number of Renewal Periods	4 (at Lessee’s option)
Renewal Period	10 years each
Number of Lessee Renewals Exercised in Prior Years	0
Number of Renewals Remaining	4
Expiration Date of Lease	5/31/08
Recorded?	Volume 2302, Page 16
Number of Parcels	4
Total Acreage	4.78 acres
How Is Revenue Earned?	Railroad parking revenue and revenue from railroad-related leases
Are Separate Funds Accounts Required?	Yes. In lieu of an annual fee paid to the State, Lessee shall establish a separate account to accrue surplus funds for the improvement and maintenance of rail station buildings, rail station parking, and rail station services (the “ <u>Reinvestment Fund</u> ”). All revenue generated from rail parking, rail-related leases and all other sources derived from the use of the property(ies) described in the Lease (including accrued interest), minus mutually agreed upon operating and/or maintenance expenses, shall be deposited annually into the Reinvestment Fund. The State reserves the right to approve the use of funds in the Reinvestment Fund.

Allowable Direct Costs in Calculating Surplus	Operating and/or maintenance expenses mutually agreed upon
Allowable Indirect Costs in Calculating Surplus	Not specified
Is Surplus Deposited in Capital Fund?	Yes
Is Surplus Shared with the State?	Yes
How Often is Surplus Shared? How Much Surplus is Shared?	In the event there is a surplus in the Reinvestment Fund, at the end of each 5 year period of the initial term and the 4 renewal periods thereafter, the State shall be entitled to withdraw 50 percent of said surplus for use on other New Haven Line projects.
Are Certified Financial Statements Required?	Yes. See <u>Appendix I</u> .
Financial Statement Submission Period	Statement(s) of gross revenue, pertinent expenses and amount in the Reinvestment Fund must be submitted to the State within 90 days following (i) each year of the term of the Lease, or (ii) the termination of the Lease.
Is Annual Budget Required?	No
Is Repayment of Debt Service Required?	No
Monthly Debt Repayment Amount	n/a
Does State Pay Lessee a Fee?	No
Amount of Fee Due Lessee	n/a
<u>INSURANCE COVERAGE:</u>	
Property Damage Insurance; Bodily Injury Coverage	Milford Transit District shall carry Railroad Protective Liability Insurance providing for coverage limits of: (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 (2) aggregate of \$6,000,000 for all injuries to persons or property during the policy period
Other Required Coverage	n/a

Voluntary Coverage	n/a
Is Lessee Self Insured?	
Is Certificate of Coverage on File?	
Dates of Coverage	
Named Insured	State, Lessee and Metro-North
State Held Harmless?	Yes
Lessee Waives Immunity	Yes
<u>MAINTENANCE:</u>	
Description of Lessee's Responsibilities	Lessee is responsible for day-to-day maintenance, including, but not limited to, general structural repairs, snow removal, trash removal and security of any and all stations, platforms, railings, stairs, ramps and parking lots.
Enhance Aesthetic Appearance	Lessee
Not Erecting Signs on Premises	Lessee
Surface Grade Land	Lessee
Install and Maintain Fencing	Lessee
Install Suitable Drainage	Lessee
Ice Snow Control of Sidewalks	Lessee
Install and Maintain Electrical Systems for Lights	Lessee
Sweeping and Cleaning Litter	Lessee
Station Structures	Lessee
Platform Gutters	Lessee
Fences	Lessee
Signs	Lessee
Platform Lights	Lessee

Drains	Lessee
Equipment	Lessee
Electric and Mechanical Systems	Lessee
Live Rail Facilities	State
Platforms	Lessee
Railings	Lessee
Stairs	Lessee
Platform Shelters	Lessee
Platform Canopy	Lessee
Tunnels	n/a
Parking Lots	Lessee
<u>PARKING:</u>	
Parking Fees	Where there is a charge for parking, there is a minimum annual charge of \$100.00 per vehicle. The State reserves the right to review and approve any and all parking fees which exceed this minimum fee.
No. of Spaces – State	The State reserves use of one (1) parking space in any parking lot at the Milford Railroad Station.
Nondiscrimination Clause	See <u>Appendix II</u> .
<u>COSTS OF LEASEHOLD:</u>	
Taxes Paid by	Lessee
Water	Lessee
Electricity	Lessee
Other Public Utilities	Lessee
Gas	
Sewer	
Owns Title to Property	State

Owns Title to Capital Improvements	State
Is Subleasing Allowed?	Yes
Can Lease be Sold or Assigned?	No
Is Security Bond Required?	No
If so, the Amount	n/a
<u>OTHER:</u>	
Is there a Lease to CT Transit?	No
Termination	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.
Employment/Non Discriminatory Requirement	Yes
Miscellaneous	Lease is made subject to the "Standard Railroad Lease Specifications & Covenants" dated 10/1/97

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.

MILFORD

Milford Station

Milford Station is managed for the City by the Milford Transit District under the direction of its Administrator, Henry Jadach. The parking lots generally fill early and there is a substantial waiting list for permits. The transit district, as manager for the station, has always had strong support from the Town, which considers the station an asset to the community, housing market and economic development.

The City issues parking permits to non-residents; however, sixty five percent of the permit holders reside in Milford.

Agreements

According to the lease agreement, the Milford Transit District (MTD) is responsible for depositing the difference of revenues and expenses into a Reinvestment Fund. This fund may be drawn upon by the State every five years, allowing them fifty percent of the surplus in the Fund. All capital improvements MTD recommends must be approved by the State.

According to the lease, the four parcels surrounding the station are under the control of the MTD. The two buildings located on the property are subleased by MTD. MTD collects revenues from the rentals. The Center for the Arts leases space for one dollar a year. Rental contracts are not yet finalized for the

other occupants of the Milford Station, but the tenants will most likely be responsible for maintaining their respective areas of the facility. MTD incurs no expenses associated with these operations, other than the costs of fire insurance. The utilities are metered separately for the renting occupants. The tenants are responsible for paying the utilities and the associated costs of running their operations.

The financing for the parking lot and platform lighting is funded through the Railroad Fund.

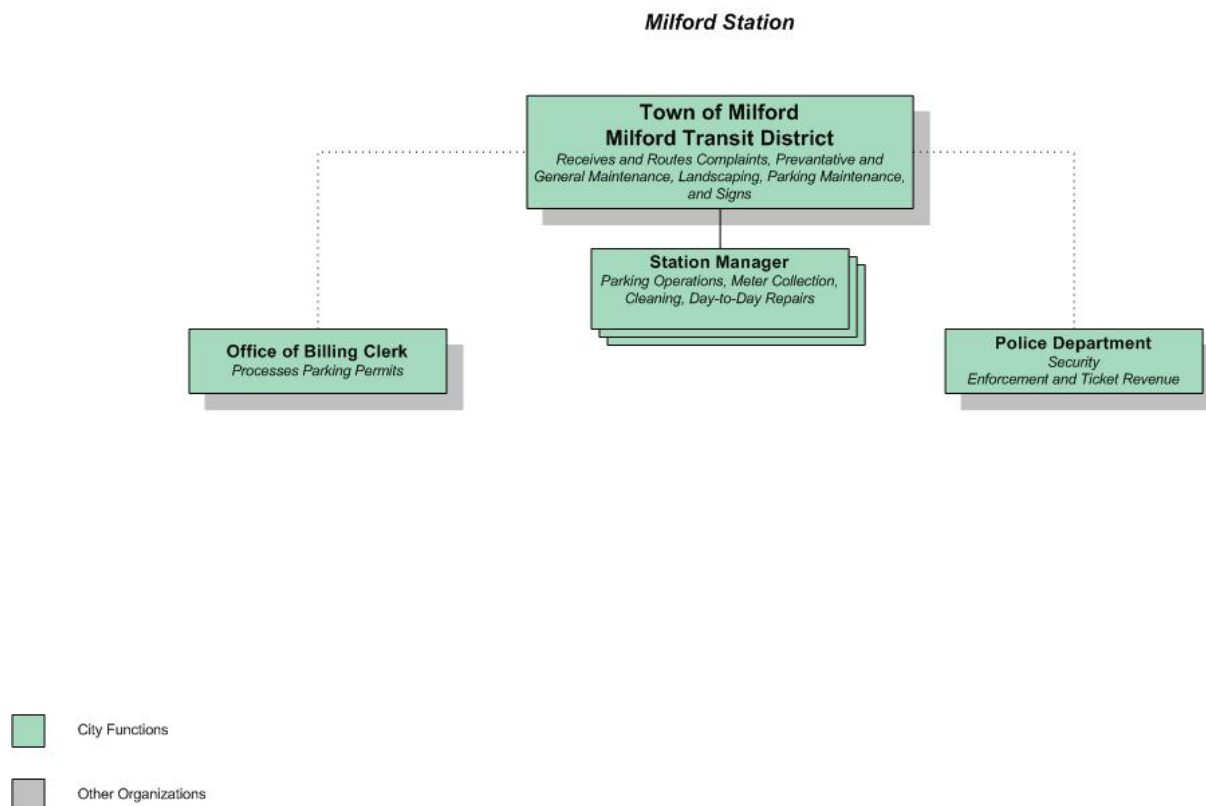
The transit district has an informal relationship with a general maintenance person who is responsible for the day-to-day maintenance, cleaning, and snow removal. This individual is paid by the railroad fund.

Organizational Structure

The Town of Milford's MTD controls the Milford Train Station. The District is funded by the City of Milford, the State of Connecticut and the Federal Transit Administration.

Henry Jadach, MTD Administrator, is responsible for making decisions concerning the station. Mr. Jadach inspects the lots and relies on the gate-keeper to inform him of any repair or operational issues. Mr. Jadach is also the authority for contracting minor capital improvements, day-to-day repairs and maintenance, handling the majority of the complaints (approximately 90%), and arranging subleasing agreements with vendors. The major capital improvements are the responsibility of the State. Henry Jadach is MTD's main contact and he reports to the State, but Mr. Jadach does not communicate directly with Metro-North. If contact with Metro-North is necessary, it is done so through the State.

Neither the Town nor the Transit District publishes an organization chart for the operations and maintenance of the Milford Train Station and parking lots. The organization chart below was developed from data gathered from Town employees and administrators.



Operating Procedures

The Center for Arts is responsible for maintaining and cleaning the facility.

The MTD has an informal relationship with a general maintenance person who is responsible for the day-to-day maintenance, cleaning, and snow removal. MTD is responsible for the maintenance of the stairs, parking lots, and platforms, including lights, canopies and shelters. The State is the responsible for the clearing of the tracks of debris. The MTD reports problems to the State.

The MTD collects the parking revenues. The Milford Police Department, not the MTD, issues parking enforcement tickets and collects parking ticket revenues. The parking permit revenues are collected by the MTD. Daily rates are five dollars per vehicle; parking permits are also sold at the cost of \$150 for a semi-annual pass and \$250 for an annual pass. Parking is free on weekends and holidays.

The Town does not publish operating procedures for the station. The chart below was developed from information from Town staff and administrators.

Procedure	Responsible Party
Opening and Closing of Station	N/A
Housekeeping Inside Station	N/A
Housekeeping Outside Station	N/A
Daily Maintenance	MTD
Preventative Maintenance	MTD
Landscaping	MTD
Security	Milford Police Department
Customer Service	Milford Transit District
Tenant Performance	N/A
Parking Enforcement	Milford Police Department
Parking Fees and Permits	Office Billing Clerk/ MTD
Parking Operation Maintenance	MTD

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.

MILFORD FINANCES

ACCOUNTING ENTITY / BASIS

The railroad station and parking are operated and accounted for by the Milford Transit District (the District). The District is reported as a governmental unit that includes the Railroad Fund as a special revenue fund. The basis of accounting for the Railroad Fund is a modified accrual basis.

FINANCIAL REPORTING TO STATE

The District submits its general-purpose financial statements, including an auditor's opinion, to the State to fulfill its reporting obligation under the terms of its lease of four parcels around and including the Milford railroad station. The statements include the summary financial information of the Railroad Fund. A separate detailed report is not submitted.

Financial measurements, such as unit values for revenues or costs per space, etc. and units further broken down for each lot are not required by the lease and not included with the financial information. Specific railroad lease operating or capital budgets are not a requirement for submission to the State.

REVENUES

Revenue is from the sale of annual, semi-annual, and monthly permit stickers. The District also provides daily parking with the lot attendant issuing a ticket/receipt which may be displayed in the car window.

There are sub-leases of the rail facilities with the Milford Fine Arts Council through August 2040, for \$1 a year (subject to the lease with the State) and, on a month-to-month basis, rental from a taxi company. At the time of the study a major renovation was in process. Upon completing the renovation of the eastbound station the District intends to sub-let the renovated station area to other vendors that could provide services to commuters such as coffee and dry cleaning services.

Telephone commissions are also collected and earned. Parking violations are collected but kept by the police department and in-turn, the cost of the violation tagging effort is not charged to the Railroad Fund.

Parking Revenue Accounting - The long-term parking revenue is accounted and collected using a permit application, tag and database system. Daily and monthly parking is under the control of the parking attendant and is a cash collection and ticket issuance operation. The parking revenue cash collection procedures may pose an internal control weakness.

EXPENSES

Expenses consist of direct charges for the parking attendant, utilities, general grounds and station maintenance and indirectly allocated expenses for the general and administrative costs of the District.

Generally Classified Expenses – This includes the direct and indirect expenses presented as summarized amounts in the report submitted to the State. Detailed financial information is not provided to the State. The district allocates the administrative and common costs to the railroad fund and other functional activities for expense efforts not attributed solely to any one activity.

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.

The finances of the local government however do not include the station expenses paid by the State to Metro-North under the separate service agreement. These expenses include various maintenance responsibilities related to the stations and especially the platform area. Metro-North performs cyclical maintenance and on-call repairs and maintenance as needed. Metro-North also is 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 the State lease 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.

EXPENSE ALLOCATION

The allocation of indirect expenses is a financial issue that would apply to most of the State lease agreements where the local government has determined that administrative charges are warranted and come under the “mutually determined charges” clause of the lease agreements. The lease is not clear as to exactly what charges are allowable. The allocations generally result from common costs such as administrative expenses or departmental expenses that do not exclusively service the railroad properties but service a number of funds and functional activities. The reasonableness or propriety of the allocation and method was not evaluated to determine if such costs were actually incremental or simply attributed to the leased property under a full absorption costing methodology.

PROFITABILITY/ACCUMULATED SURPLUS

For the five-year period revenues exceeded expenses for every year except 1996. Surplus accumulated to \$61,267 by June 30, 2000. Half of this amount is available to the State for its use on other New Haven Line projects.

SPECIAL REQUIREMENTS-SURPLUS/RESERVE/DEFICIT

The lease agreement does not specifically address the administration or funding of any deficit resulting from the State properties managed by the local government.

CAPITAL PROJECTS

The railroad station operation was undergoing a major renovation during this study period (around February of 2002). The east and westbound platforms were being upgraded and extended. The station on the westbound side was being renovated. Parking lot resurfacing and other improvements were being planned or considered once the platform and station project was completed.

FINANCIAL PRESENTATION IN COMPARISON TO THE PARKING INVENTORY

A parking inventory and utilization report is presented separately as Task 2 in this study. The financial presentation herein covers parking spaces subject to the State lease, while the parking inventory includes additional spaces in three private lots.

MILFORD RAILROAD STATION AND PARKING OPERATIONS

	YEAR 1996				YEAR 1997			
	OPERATING AGREEMENTS				OPERATING AGREEMENTS			
	LOCAL GOV'T	METRO-NORTH	TOTAL	%	LOCAL GOV'T	METRO-NORTH	TOTAL	%
<u>REVENUES</u>								
PARKING	\$ 137,200	\$ -	\$ 137,200	98.6%	\$ 162,978	\$ -	\$ 162,978	96.6%
RENTS	2,000	-	2,000	1.4%	5,060	-	5,060	3.0%
INVESTED FUNDS	-	-	-	0.0%	-	-	-	0.0%
OTHER	-	-	-	0.0%	685	-	685	0.4%
	<u>\$ 139,200</u>	<u>\$ -</u>	<u>\$ 139,200</u>	<u>100.0%</u>	<u>\$ 168,723</u>	<u>\$ -</u>	<u>\$ 168,723</u>	<u>100.0%</u>
 <u>STATION, PLATFORMS AND PARKING EXPENSES</u>								
REPAIRS AND MAINTENANCE	\$ -	\$ 5,945	\$ 5,945	3.2%	\$ -	\$ 4,592	\$ 4,592	2.3%
UTILITIES	-	-	-	0.0%	-	-	-	0.0%
RENT	-	-	-	0.0%	-	-	-	0.0%
SECURITY	-	-	-	0.0%	-	-	-	0.0%
INSURANCE AND CLAIMS	-	-	-	0.0%	-	31,432	31,432	15.7%
GENERALLY CLASSIFIED EXPENSES (INCLUDING UNSPECIFIED - DIRECT, -INDIRECT, -ADMINISTRATIVE, -AND GENERAL ALLOCATIONS)	175,981	1,063	177,044	96.8%	163,717	751	164,468	82.0%
CONNECTICUT SALES TAX	-	-	-	0.0%	-	-	-	0.0%
	<u>\$ 175,981</u>	<u>\$ 7,008</u>	<u>\$ 182,989</u>	<u>100.0%</u>	<u>\$ 163,717</u>	<u>\$ 36,775</u>	<u>\$ 200,492</u>	<u>100.0%</u>
 <u>NET PROFIT (LOSS)</u>	<u>\$ (36,781)</u>	<u>\$ (7,008)</u>	<u>\$ (43,789)</u>		<u>\$ 5,006</u>	<u>\$ (36,775)</u>	<u>\$ (31,769)</u>	
 <u>LOCAL GOVERNMENT'S RAILROAD FUND</u>								
ACCUMULATED SURPLUS (DEFICIT)	\$ 3,827				\$ 1,179			
LESS - LOCAL GOVERNMENT'S SHARE								
NET AVAILABLE RAILROAD FUND SURPLUS (DEFICIT)	<u>3,827</u>				<u>1,179</u>			
 <u>STATE'S AVAILABLE SHARE @ 50%</u>	<u>\$ 1,914</u>				<u>\$ 590</u>			

MILFORD RAILROAD STATION AND PARKING OPERATIONS

	YEAR 1998				YEAR 1999			
	OPERATING AGREEMENTS				OPERATING AGREEMENTS			
	LOCAL GOV'T	METRO-NORTH	TOTAL	%	LOCAL GOV'T	METRO-NORTH	TOTAL	%
<u>REVENUES</u>								
PARKING	\$ 169,406	\$ -	\$ 169,406	96.3%	\$ 171,817	\$ -	\$ 171,817	96.5%
RENTS	5,520	-	5,520	3.1%	5,060	-	5,060	2.8%
INVESTED FUNDS	-	-	-	0.0%	-	-	-	0.0%
OTHER	1,024	-	1,024	0.6%	1,228	-	1,228	0.7%
	<u>\$ 175,950</u>	<u>\$ -</u>	<u>\$ 175,950</u>	<u>100.0%</u>	<u>\$ 178,105</u>	<u>\$ -</u>	<u>\$ 178,105</u>	<u>100.0%</u>
<u>STATION, PLATFORMS AND PARKING EXPENSES</u>								
REPAIRS AND MAINTENANCE	\$ -	\$ 1,248	\$ 1,248	0.9%	\$ -	\$ 18,904	\$ 18,904	9.7%
UTILITIES	-	-	-	0.0%	-	-	-	0.0%
RENT	-	-	-	0.0%	-	-	-	0.0%
SECURITY	-	-	-	0.0%	-	-	-	0.0%
INSURANCE AND CLAIMS	-	-	-	0.0%	-	9,158	9,158	4.7%
GENERALLY CLASSIFIED EXPENSES (INCLUDING UNSPECIFIED - DIRECT, -INDIRECT, -ADMINISTRATIVE, -AND GENERAL ALLOCATIONS)	140,491	630	141,121	99.1%	165,011	877	165,888	85.5%
CONNECTICUT SALES TAX	-	-	-	0.0%	-	-	-	0.0%
	<u>\$ 140,491</u>	<u>\$ 1,878</u>	<u>\$ 142,369</u>	<u>100.0%</u>	<u>\$ 165,011</u>	<u>\$ 28,939</u>	<u>\$ 193,950</u>	<u>100.0%</u>
<u>NET PROFIT (LOSS)</u>	<u>\$ 35,459</u>	<u>\$ (1,878)</u>	<u>\$ 33,581</u>		<u>\$ 13,094</u>	<u>\$ (28,939)</u>	<u>\$ (15,845)</u>	
<u>LOCAL GOVERNMENT'S RAILROAD FUND</u>								
ACCUMULATED SURPLUS (DEFICIT)	\$ 36,638				\$ 49,732			
LESS - LOCAL GOVERNMENT'S SHARE								
NET AVAILABLE RAILROAD FUND SURPLUS (DEFICIT)	<u>36,638</u>				<u>49,732</u>			
<u>STATE'S AVAILABLE SHARE @ 50%</u>	<u>\$ 18,319</u>				<u>\$ 24,866</u>			

MILFORD RAILROAD STATION AND PARKING OPERATIONS

	YEAR 2000			
	OPERATING AGREEMENTS			
<u>REVENUES</u>	<u>LOCAL GOVT</u>	<u>METRO-NORTH</u>	<u>TOTAL</u>	<u>%</u>
PARKING	\$ 170,561	\$ -	\$ 170,561	97.0%
RENTS	3,580	-	3,580	2.0%
INVESTED FUNDS	-	-	-	0.0%
OTHER	1,635	-	1,635	0.9%
	<u>\$ 175,776</u>	<u>\$ -</u>	<u>\$ 175,776</u>	<u>100.0%</u>

<u>STATION, PLATFORMS AND PARKING EXPENSES</u>				
REPAIRS AND MAINTENANCE	\$ -	\$ 6,679	\$ 6,679	3.6%
UTILITIES	-	-	-	0.0%
RENT	-	-	-	0.0%
SECURITY	-	-	-	0.0%
INSURANCE AND CLAIMS	-	8,000	8,000	4.4%
GENERALLY CLASSIFIED EXPENSES (INCLUDING UNSPECIFIED - DIRECT, -INDIRECT, - ADMINISTRATIVE, -AND GENERAL ALLOCATIONS)	164,241	4,210	168,451	92.0%
CONNECTICUT SALES TAX	-	-	-	0.0%
	<u>\$ 164,241</u>	<u>\$ 18,889</u>	<u>\$ 183,130</u>	<u>100.0%</u>

<u>NET PROFIT (LOSS)</u>	<u>\$ 11,535</u>	<u>\$ (18,889)</u>	<u>\$ (7,354)</u>
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<u>LOCAL GOVERNMENT'S RAILROAD FUND</u>	
ACCUMULATED SURPLUS (DEFICIT)	\$ 61,267
LESS - LOCAL GOVERNMENT'S SHARE	<u> </u>
NET AVAILABLE RAILROAD FUND SURPLUS (DEFICIT)	<u>61,267</u>
<u>STATE'S AVAILABLE SHARE @ 50%</u>	<u>\$ 30,634</u>

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

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