

Individual Station Report

Southport

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

CONTENTS:

Stakeholder Interview

Customer Opinion Survey

Parking Inventory & Utilization

Station Condition Inspection

Lease Narrative and Synopsis

Station Operations Review

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
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Fairfield

The meeting was held with the Chief of Staff and Planning and Zoning Director for the town. The town is satisfied with its lease, and with the cooperation of CDOT. As an example, they cited the purchase of land for the parking lot. They understand having the lots available to anyone, but did at one time consider making the Fairprene lot a residents-only lot since the wait list for permits is so long (1600 people, 30 months). CDOT is very good at doing routine maintenance and taking care of the platforms. They paid for the reflooring and painting of the station as well, items that could have been the responsibility of the town under the lease. CDOT put in the bus shelters at the remote lots as well, although Fairfield pays for the shuttle buses. They have had an excellent relationship with Jack Reedy and Carl Rosa over the years.

Fairfield maintains separate rail accounts in the town budget, as well as a reinvestment fund as required by the lease.

Fairfield wants to keep the governance of the station the same as it is – it is simple and effective in their minds. One complaint they had was that MNCR charges too much for flagging, which is detrimental to doing projects such as simple roofing repairs or painting.

The third station issue is currently being resolved between the Town and CDOT. Ultimately, the town expects that it will be run by CDOT, particularly if there is a parking structure. They do feel they could operate it if all the parking were surface. In either case, the town wants to be a partner in the station operation, and particularly with regard to the parking permit process. A survey distributed to permit holders and those on the wait list indicated that about 2/3 of those responding want the town to run the new station.

The town gets complaints about the lack of parking. They get far fewer regarding the condition of the station since it was cleaned and painted, and since new fixtures and flooring were installed. The town now contracts for its cleaning services. The police department handles parking enforcement.

Southport Station has very few issues. The station has a separate permit list. The Trinity Church lot is currently under-utilized, which may be a function of how permits are controlled, and the situation is being looked at. There were no other issues cited about Southport.

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.

Southport

Twenty-nine of 111 surveys distributed were returned at Southport, representing a 26% response rate. Southport survey respondents once again followed the pattern of the daily commuter, although a slightly higher percentage used the train less frequently. In total, 82% used the train on a daily basis, 4% at least once a week, 4% at least once a month, and 10% less than once a month. Typically, however, 89% commuted to work or school by train and an additional 7% used the train for other business trips. Only 4% used the train for recreational purposes. The vast majority (96%) used the train during peak periods. Seventy-nine percent possessed parking permits at the time of the survey, and of those who did not, only one respondent was on the permit waiting list.

The survey population was again predominantly male (71%), and 93% were between the ages of 25 and 64. Customers' annual incomes were once again high, with 64% exceeding \$100,000 and the remaining 36% falling between \$25,000 and \$100,000.

Ratings for the various station elements varied considerably. Many elements received a higher percentage of excellent ratings than at other stations, yet, at the same time, 16 of the 39 elements received combined 'fair' and 'poor' ratings exceeding 50%.

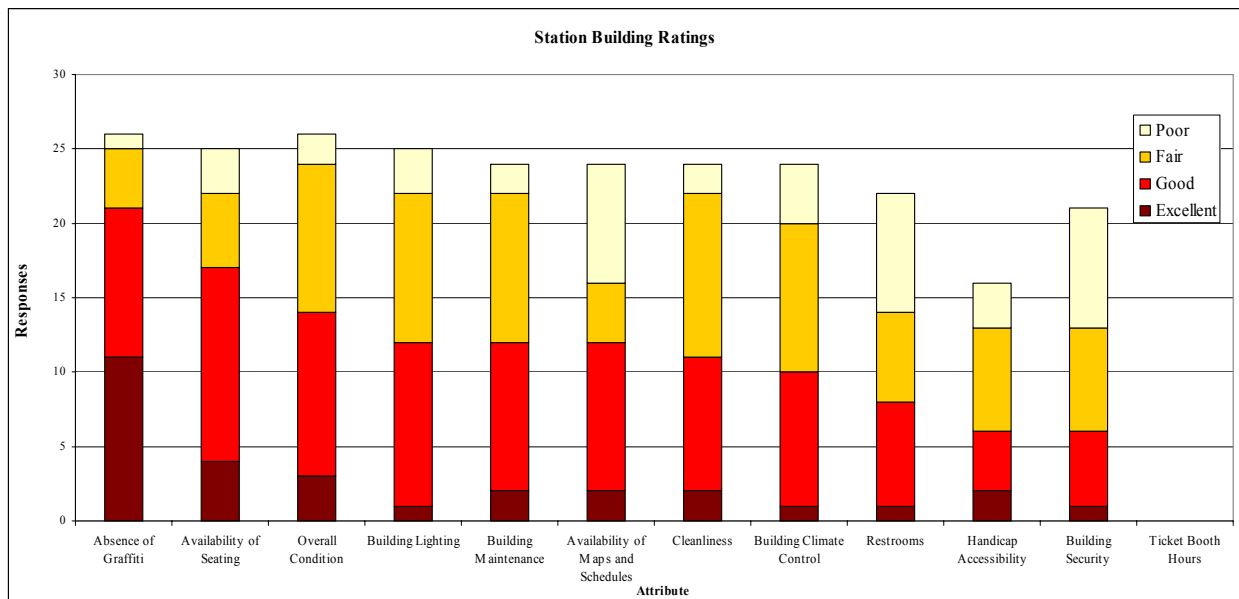
Figure 97 displays the ratings of parking elements at the Southport Station. The two primary areas of concern among the parking elements were lighting and security, each of which was rated 'fair' or 'poor' by the majority of respondents. In fact, 82% of respondents rated lighting negatively and 73% of respondents rated security negatively. The underpass had 58% unfavorable ratings. Conversely, entrances and exits were rated quite positively with 89% satisfaction. Parking lot pavement condition, parking signage and parking availability all rated above 70% positive.

Figure 97: Southport Station Parking Ratings



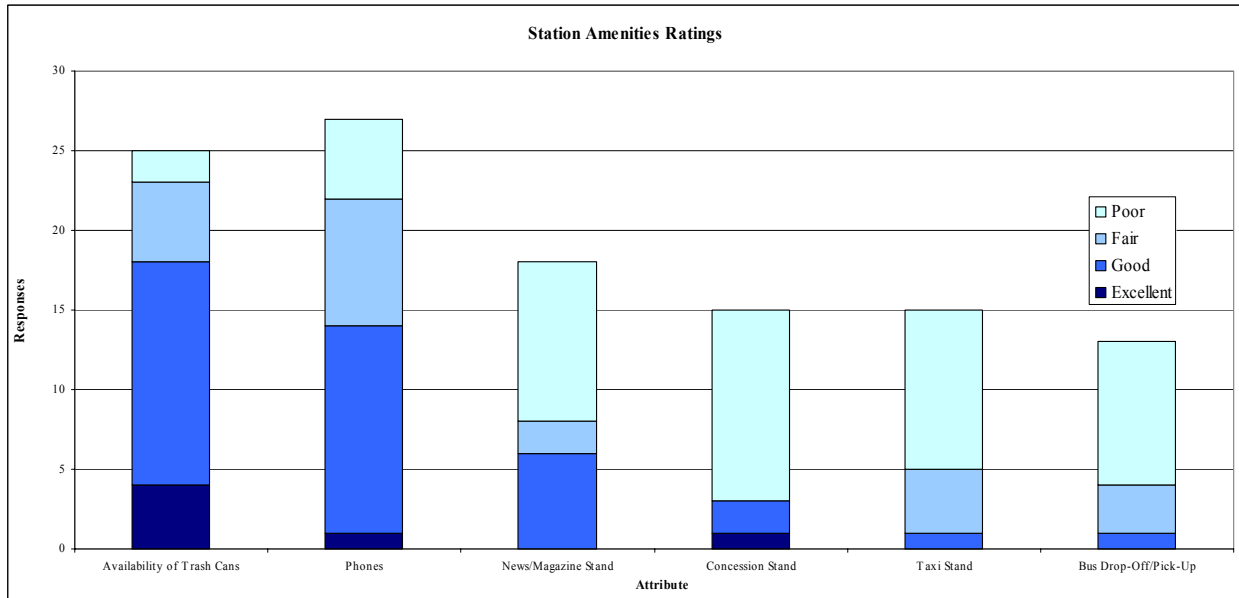
Ratings for the station building were overall more negative than for the parking facilities. Eight of the eleven station categories received at least 50% fair or poor responses. Southport does not have a ticket booth. Only 54% of Southport respondents rated the overall condition of the building favorably. Building security and restrooms were very poorly rated with only 29% and 36% positive ratings, respectively. The only element that received a reasonably high rating was absence of graffiti (81%). The second highest rating was given to the availability of seating (68%). Figure 98 displays how Southport respondents rated the building conditions.

Figure 98: Southport Station Building Ratings



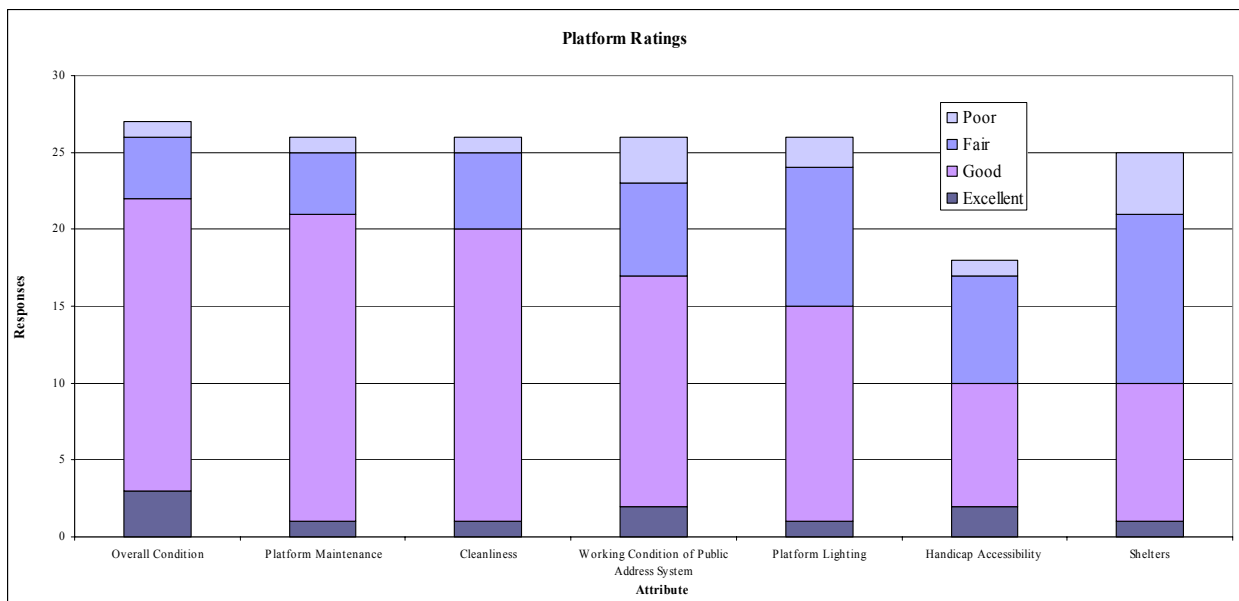
Amenities in Southport received the lowest ratings of all the stations on the New Haven Line. Figure 99 portrays the amenity situation in Southport. Four of the 6 amenities received less than half positive ratings. Two amenities even had less than 10% favorable ratings: taxi-stand and bus drop-off/pick-up. These low ratings were probably a result of the fact that Southport does not have a bus drop-off area or a taxi stand. People who rated the conditions of these elements were probably commenting on the lack of the element. The only element that received an even relatively positive rating was, as usual, the availability of trash cans with 72%.

Figure 99: Southport Station Amenities Ratings



Finally, the platform elements were generally ranked more highly, with the exception of the shelters, continuing a trend seen at numerous stations surveyed. Figure 100 shows how Southport respondents rated the platform elements. As noted, shelters were the lowest rated platform elements and were the only elements to receive a majority of negative ratings (60%). Eighty-one percent of Southport respondents were satisfied with the overall condition of the platform. Platform maintenance was also highly rated with 81% approval.

Figure 100: Southport Station Platform Ratings



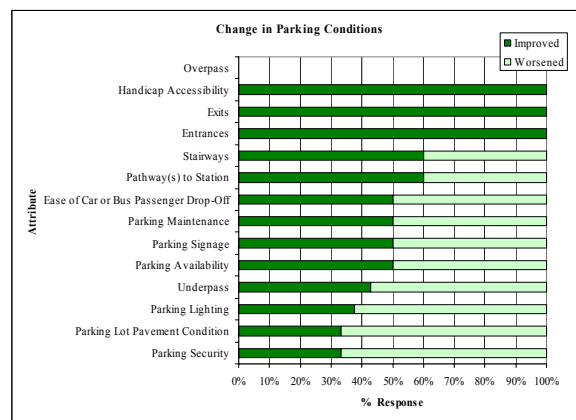
When comparing the results of this survey to the results of the most recent Metro-North survey in Southport, only two elements, public address system and platform cleanliness, produced even remotely similar results. Seventy percent of Metro-North respondents were satisfied with the public address system and only 65% of respondents to this survey were satisfied. Platform cleanliness was also more highly rated by Metro-North respondents (80%) than by respondents to this survey (77%). With regard to overall condition and cleanliness ratings, Metro-North respondents rated building condition and cleanliness higher and the platform condition lower. For the overall condition of the station, Metro-North respondents reported 75% satisfaction and respondents to this survey were only 54% satisfied. Similarly, the cleanliness of the station created 70% happiness for Metro-North respondents and 46% satisfaction for respondents to this survey. The opposite situation resulted for the condition of the platform where 81% of respondents to this survey were satisfied and only 40% of Metro-North respondents approved of the present situation. For parking availability a similar situation also resulted. Forty percent of Metro-North respondents were happy with the availability and 70% of respondents to this survey were satisfied.

Change

For the parking elements and the platform elements, the change ratings were worse than the current ratings. The opposite was true for the building and amenity elements where overall improvement was noted.

Figure 101 shows the change ratings for parking in Southport. Respondents were generally split between improvement and worsening ratings for the parking elements. Three elements had less than 50% improvement ratings. Parking lot pavement condition and parking security were ranked as the parking elements that worsened the most over the previous 2 years. Four elements also had exactly half of the respondents rate them as improved. Three elements (entrances, exits, and handicap accessibility) were rated as improved by 100% of Southport respondents. Handicap accessibility had only 1 respondent total. Southport does not have an overpass.

Figure 101: Southport Station Change in Parking Conditions



Building elements received higher improvement ratings than parking elements did in Southport. Five of the 12 elements received 100% improvement ratings. However, these elements only

received ratings from 1, 2, or 3 people. Five people (the highest number of respondents for all of the building elements) commented on the overall condition of the station, 4 of which noted improvement (80%). Southport does not have a ticket office. Figure 102 outlines the change ratings for building conditions by Southport respondents.

Figure 102: Southport Station Change in Building Conditions

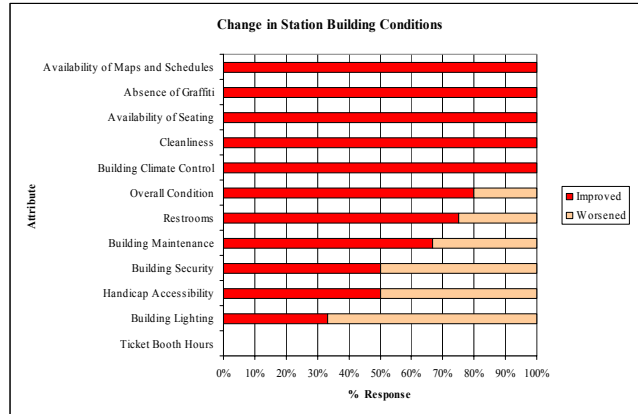
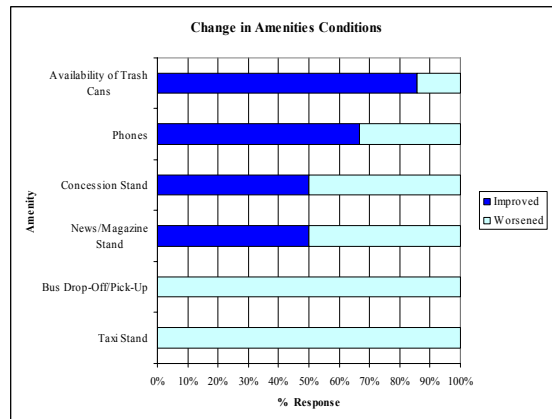


Figure 103 shows the change ratings for amenities in Southport. Improvement ratings were generally higher than current ratings for amenities. One person (100%) commented that each the bus drop-off/pick-up situation and the taxi stand had worsened during the previous 2 years, most likely commenting on the lack of either of these elements. Eight-six percent of Southport respondents felt that the availability of trash cans had improved, as did 67% of respondents with regard to telephones. Two people each commented on the concession stand and the newsstand and the ratings were split: 1 improved, 1 worsened.

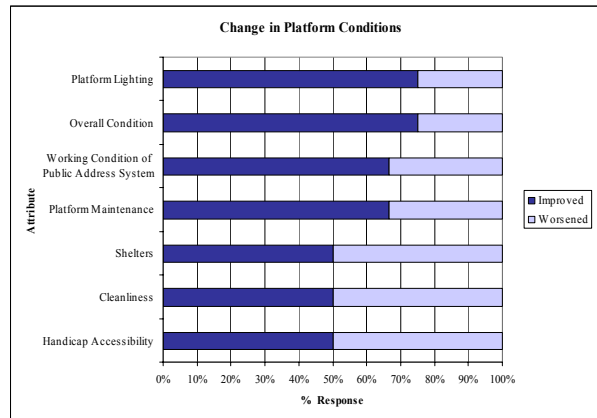
Figure 103: Southport Station Change in Amenities Conditions



Overall, the platform change ratings were quite similar to ratings of the current situation. Three quarters of Southport respondents were pleased with the overall condition of the platform. Figure 104 portrays the changed situation of the Southport platform. The lowest improvement rating was 50%. Respondents were split evenly on the changed condition of handicap accessibility, cleanliness, and shelters. Seventy-five percent of respondents noted improvement

in platform lighting during the previous 2 years. The highest number of respondents for any of the platform change questions was 6 (public address system) and the lowest was 2 (handicap accessibility and shelters).

Figure 104: Southport Station Change in Platform Conditions



Due to the small number of surveys returned at the Southport Station and the ratings of elements that do not exist, it is hard to gage the actual changed condition of elements. From the few returned surveys and excluding the elements that do not exist, building lighting, parking lighting, parking security, parking lot pavement condition, and the underpass are the elements most in need of improvement.

Responsible Agencies

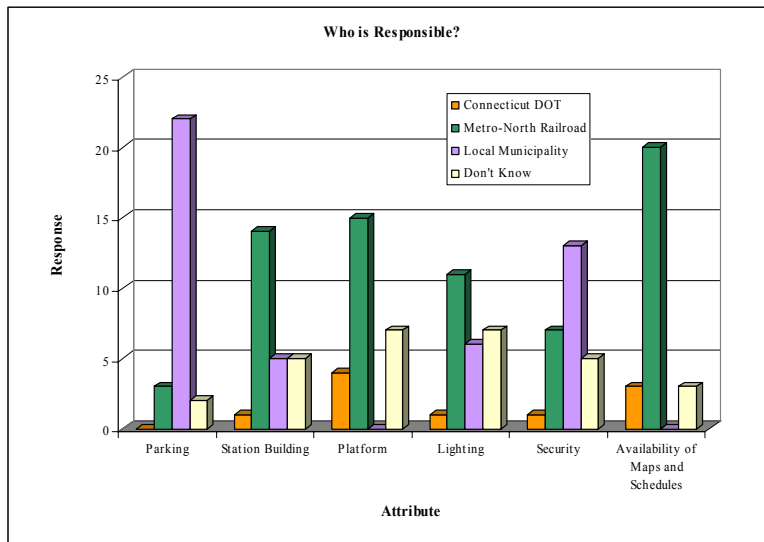
Southport respondents generally felt that either Metro-North or the local municipality was responsible for most of the elements. Quite a large percentage of Southport respondents reported that they did not know who was responsible for the conditions in question. Southport thought the following was true with regard to responsible agencies:

- Eighty-two percent of respondents said that the local municipality was responsible for parking.
- The majority (56%) of respondents said that Metro-North was in charge of the station building. Twenty percent thought the local municipality was responsible and another 20% did not know.
- Again, the majority (58%) of respondents thought that Metro-North was responsible for the platform. However, 27% of respondents reported not knowing who was in charge.
- With regard to lighting, Southport respondents were split between Metro-North (44%), the local municipality (24%) and not knowing (28%) who was responsible
- Half of the respondents said that the local municipality was responsible for security. Another 27% of respondents thought that Metro-North was in charge of security.

- The vast majority (77%) of Southport respondents thought that Metro-North was responsible for the availability of maps and schedules.

Figure 105 shows the breakdown of who Southport respondents thought was responsible for each station element.

Figure 105: Southport Station – Responsible Agencies



Written-In Customer Comments

When asked to write in their comments, Southport respondents were most concerned with the need for improved lighting (37% response). These people must be referring to building lighting where only 67% of respondents indicated a change for the worse over the previous 2 years. Three quarters of respondents said that platform lighting had improved during the same time period. Several other comments were made by 1 or 2 people. All of the comments written in for the Southport Station are listed in Table 10.

Table 10: Southport Station Written-In Customer Comments

Comment Code	Comment	# Responses	%
10	Lighting needs improvement	7	36.8%
12	Could use benches & protected shelters from rain/snow with heat/air	2	10.5%
18	Need more parking areas	2	10.5%
65	More trains (cars) needed	2	10.5%
1	Another over/underpass needed	1	5.3%
7	Long wait on parking list	1	5.3%
24	Cleaner platforms	1	5.3%
35	Train schedules usually inaccurate	1	5.3%
43	Need express service	1	5.3%
71	Better service	1	5.3%
	<i>Total Comments</i>	<i>19</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.

Southport

The Southport Rail Station falls under the purview of the Fairfield Parking Authority. There are 179 parking spaces spread over three lots. Designated permit parking is available in 146 spaces, 28 spaces are available for daily commuters, and 3 spaces are designated as handicap. In Lot 1, there are two 2-hour spaces. Parking was at capacity in Lot 2. The parking capacity and utilization are presented in detail in Table 9.

Parking Area Ownership

Lots 1 and 2 are owned by the State of Connecticut. Lot 3 is a private lot owned by the Trinity Church and leased for commuter use by the City of Fairfield. The State owns 55.3% of the commuter parking at the Southport Station. Figure 9 maps the location and ownership of the parking areas.

Fee Structure

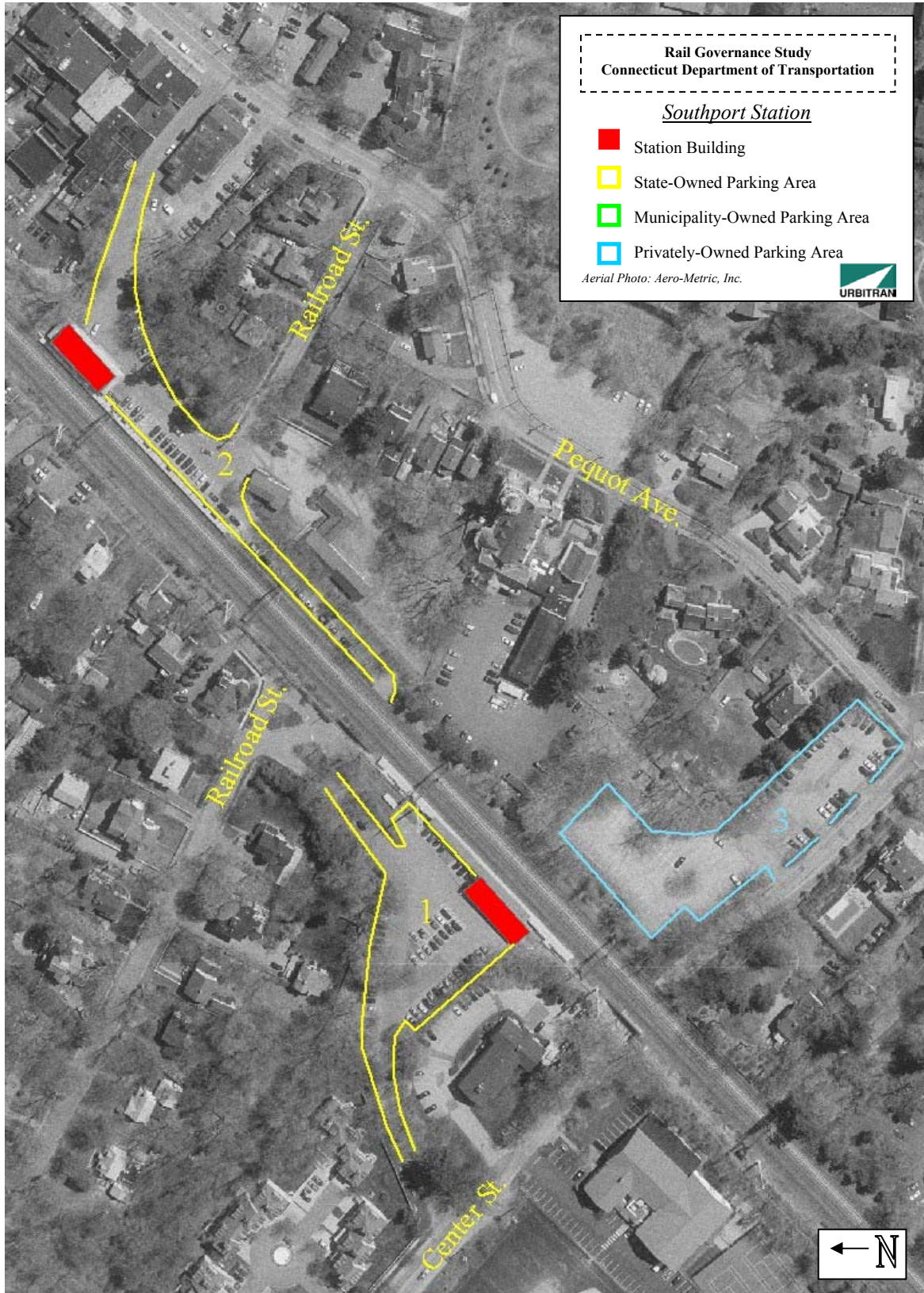
Cost to park at the Southport Station includes a semi-annual fee of \$115 and a daily fee of \$6.00. The Fairfield Parking Authority oversells permits by approximately 100% but a waiting list of 1,175 people still exists. The wait is estimated to be 2 ½ years for an available space. Parking at the leased location (Trinity Church) was underutilized at 17.5% of capacity. It is noted that Lots 1 and 2 are on either side of the rail tracks with access to the rail platform.

Table 9: Southport Rail Station Parking Capacity and Utilization

Location	Capacity	Vehicle Count	Utilization	Ownership
Lot 1 (North Side)				
Permit	44	40	90.9%	state
Daily	7	7	100.0%	
2-Hour	2	0	0.0%	
Handicap	2	0	0.0%	
Total Lot 1	55	47	85.5%	
Lot 2 (South Side)*				
Permit	38	39	102.6%	state
Daily	5	5	100.0%	
2-Hour	0	0	N/A	
Handicap	1	0	0.0%	
Total Lot 2	44	44	100.0%	
Lot 3 (Trinity Church)				
Permit	64	12	18.8%	private
Daily	16	2	12.5%	
2-Hour	0	0	N/A	
Handicap	0	0	N/A	
Total Lot 3	80	14	17.5%	
Permit	146	91	62.3%	<i>state</i>
Daily	28	14	50.0%	99
2-Hour	2	0	0.0%	
Handicap	3	0	0.0%	<i>private</i>
TOTAL PARKING	179	105	58.7%	80

*Spaces in use exceed capacity for permit parking due to 1 car parked illegally.

Figure 9: Southport 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
SOUTHPORT STATION

GENERAL RECOMMENDATION 3

**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: Southport
LINE: New Haven
INSPECTION DATE: 8/3/02
INSPECTION AGENCY / FIRM: UA
INSPECTORS: RGW
WEATHER: Sunny, 90's

CONN. DEPT OF TRANSPORTATION
STATION INSPECTION REPORT
SHEET 4 OF 45

PARKING ELEMENTS

QUADRANT # I

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

CONDITION OF PAVED SURFACE: 3

CONDITION OF STRIPING: 3

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

SIGNAGE: 3

FENCE AND GUARDRAIL: 3

LANDSCAPE: 3

SIDEWALK: 3

CURB: 2

QUADRANT # II

TYPE OF SURFACE: asphalt x 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: 2

LANDSCAPE: 2

SIDEWALK: 2

CURB : 2

STATION: Southport
 LINE: New Haven
 INSPECTION DATE : January 3, 2002
 INSPECTION AGENCY / FIRM: Parsons Brinckerhoff
 INSPECTORS: Jim Connell & Dave Lang
 TIME OF INSPECTION: P.M.
 WEATHER: Clear

CONN. DEPT OF TRANSPORTATION
 STATION INSPECTION REPORT
 SHEET 5 OF 45

NORTH AND SOUTH PLATFORMS --- LIGHTING

Span Number	Fixture Type	Manufacturer	Model Number	Rating	Support Condition	Estimated Age/Life(y/y)	Visual Condition
all	unknown	unknown	unknown	unknown	3	4/ 20	minor deterioration

Remarks: The light levels were measured on March 24, 2002 and measured below the recommended levels.
A typical section of the north platform was measured at the location indicated and found to average 3.2 fc.
A typical section of the south platform was measured at the location indicated and found to average 1.5 fc.
The reason for this measurement was because several of the luminaires were not operational.
We were unable to find out the reason for this power failure but we estimate that the present platform luminaires provide at least minimal light levels when operational.

PLATFORM --- LIGHTING LEVELS (fc)

NORTH PLATFORM					
see remarks	see remarks	see remarks 3.2	see remarks	see remarks	see remarks
TRACKS-----{					
see remarks	see remarks	see remarks 1.5	see remarks	see remarks	see remarks
SOUTH PLATFORM					

STATION: Southport
 LINE: New Haven
 INSPECTION DATE : January 3, 2002
 INSPECTION AGENCY / FIRM: Parsons Brinckerhoff
 INSPECTORS: Jim Connell & Dave Lang
 TIME OF INSPECTION: P.M.
 WEATHER: Clear

CONN. DEPT OF TRANSPORTATION
 STATION INSPECTION REPORT
 SHEET 6 OF 45

NORTH AND SOUTH PLATFORMS --- 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: Service to the platforms derive from the station buildings.

NORTH AND SOUTH PLATFORMS --- 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	unknown	unknown	unknown	unknown	unknown	unknown
Lighting Controls	unknown	unknown	unknown	unknown	unknown	unknown
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: A portion of the lighting conduit system is missing support clips and the clips should be replaced.

STATION: Southport

CONN. DEPT OF TRANSPORTATION
STATION INSPECTION REPORT
SHEET 7 OF 45

INSPECTORS: Jim Connell & Dave Lang

DATE: January 3, 2002

STATION PLATFORM --- ELECTRICAL AND LIGHTING SUMMARY

The platform electrical service is derived from the station panelboard.

There are no receptacles located on the platform.

The platform lighting was not fully operational at the time of inspection and measured below recommended levels. We were unable to find the cause of the luminaires not working and recommend that the circuits be investigated beyond the parameters of this scope. However, we estimate that if the platform luminaires were operational, they would at least exceed the minimum recommended practice of IESNA.

STATION: Southport
 LINE: New Haven
 INSPECTION DATE : January 3, 2002
 INSPECTION AGENCY / FIRM: Parsons Brinckerhoff
 INSPECTORS: Jim Connell & Dave Lang
 TIME OF INSPECTION: P.M.
 WEATHER: Clear

CONN. DEPT OF TRANSPORTATION
 STATION INSPECTION REPORT
 SHEET 8 OF 45

STATION BUILDING --- LIGHTING

Fixture Type	Manufacturer	Model Number	Rating	Support Condition	Estimated Age/Life(y/y)	Visual Condition
incandescent w/ paddle fan	unknown	unknown	3	3	2/ 20	minor deterioration
incandescent w/	unknown	unknown	3	3	2/ 20	minor deterioration
incandescent track	unknown	unknown	3	3	2/ 20	minor deterioration
Exit	unknown	unknown	3	3	2/ 20	minor deterioration
Emergency Egress	unknown	unknown	3	3	2/ 20	minor deterioration

Remarks: A typical section of the waiting room was measured and found to average 6.7 foot-candles.

STATION BUILDING --- LIGHTING LEVELS (fc)

ROOM DESC:	A	B	C	D
1	avg 6.7			
2				
3				
4				
waiting room				

ROOM DESC:	A	B	C	D
1				
2				
3				
4				
not used				

ROOM DESC:	A	B	C	D
1				
2				
3				
4				
not used				

ROOM DESC:	A	B	C	D
1				
2				
3				
4				
not used				

STATION: Southport
 LINE: New Haven
 INSPECTION DATE : January 3, 2002
 INSPECTION AGENCY / FIRM: Parsons Brinckerhoff
 INSPECTORS: Jim Connell & Dave Lang
 TIME OF INSPECTION: P.M.
 WEATHER: Clear

CONN. DEPT OF TRANSPORTATION
 STATION INSPECTION REPORT
 SHEET 9 OF 45

STATION BUILDING --- SERVICE

Voltage Rating (V)	120/240	Type of 3 phase connection		Delta	n/a	Wye	n/a
		Method of Entrance		Overhead	X	Underground	n/a
Rating of Main Breaker (A)	100	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: _____

STATION BUILDING --- ELECTRICAL SYSTEMS

Electrical Device	Manufacturer	Model Number	Rating	Location	Estimated Age/Life(y/y)	Visual Condition
Main Distribution Panel	Square D	QBL3423S	3	electrical room	2/ 20	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	3	throughout	2/ 20	minor deterioration
Grounding	unknown	unknown	unknown	unknown	unknown	unknown
Lighting Controls	unknown	unknown	3	throughout	2/ 20	minor deterioration
Public Telephone	unknown	n/a	n/a	adjacent to the building	unknown	operational
Station Telephone	unknown	n/a	n/a	n/a	unknown	unknown

Remarks: _____

STATION: Southport
 LINE: New Haven
 INSPECTION DATE : January 3, 2002
 INSPECTION AGENCY / FIRM: Parsons Brinckerhoff
 INSPECTORS: Jim Connell & Dave Lang
 TIME OF INSPECTION: P.M.
 WEATHER: Clear

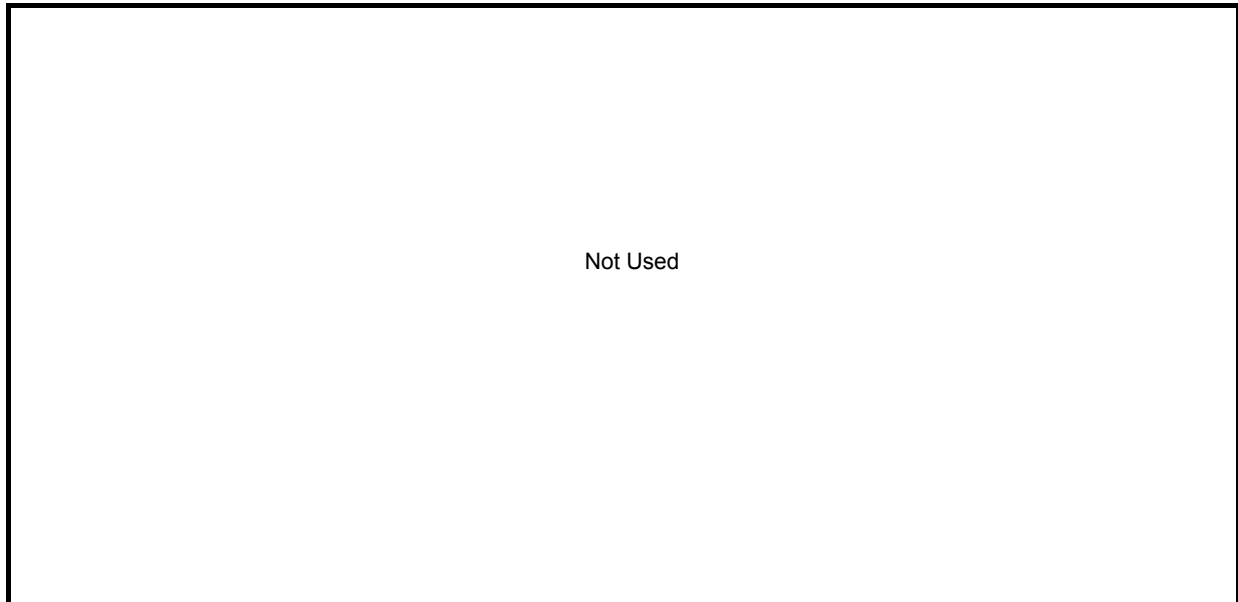
CONN. DEPT OF TRANSPORTATION
 STATION INSPECTION REPORT
 SHEET 10 OF 45

STATION BUILDING --- FIRE ALARM SYSTEM

Fire Alarm Device	Manufacturer	Model Number	Rating	Quantity	Location	Estimated Age/Life(y/y)	Visual Condition
Fire Alarm Control Panel	Fire Control Fire Lite	MS-5024	3	n/a	waiting room	2/ 20	minor deterioration
Heat Detector	Edwards	unknown	3	n/a	throughout	2/ 20	minor deterioration
Smoke Detector	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Pull Station	Edwards	unknown	3	n/a	throughout	2/ 20	minor deterioration
Annunciator	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Audio/Visual Device	Edwards	unknown	3	n/a	throughout	2/ 20	minor deterioration

Remarks: There are no visual fire alarm units located in the bathrooms.

STATION BUILDING --- SKETCHES



STATION: Southport

CONN. DEPT OF TRANSPORTATION
STATION INSPECTION REPORT
SHEET 11 OF 45

INSPECTORS: Jim Connell & Dave Lang

DATE: January 3, 2002

STATION BUILDING --- ELECTRICAL AND LIGHTING SUMMARY

The southbound building electrical system is in good working condition and will sufficiently maintain the current operation of the building. The town informed us that the northbound building has recently been completely updated and renovated into a restaurant and is completely maintained by the restaurant proprietor; therefore, this building, with its limited access and recent renovations, was not inspected for this report.

In the waiting room of the southbound building the lighting are paddle fan mounted incandescent fixtures that provide an average of 6.7 foot-candles which exceeds standard design practice.

An active fire alarm system is installed throughout the building except there are no visual devices located in the restrooms. Visual devices should be installed in the restrooms to meet the ADA requirements.

STATION: Southport
LINE: New Haven
INSPECTION DATE : January 4, 2002
INSPECTION AGENCY / FIRM: Parsons Brinckerhoff
INSPECTORS: J. Duncan & T. Abrahamson
TIME OF INSPECTION: P.M.
WEATHER: Clear & Cool

CONN. DEPT OF TRANSPORTATION
STATION INSPECTION REPORT
SHEET 12 OF 45

BUILDING -- HVAC - Fire Protection

BOILER: N/A

WATER HEATER: 6 Gal Capacity - Good Repair

FUEL TYPE: Propane Gas

Two Heating Units located in the attic, heat distributed from above ceiling through registers - Good Repair
Fredrick DCY607 Model GHAI00 NFC

HEATING UNIT / FURNACE: 100,000 Btu/hr Good Condition

FUEL TYPE: Fuel - propane gas supplied from a propane gas tank located in the yard

HEATING FILTER: N/A

AC UNIT: N/A

AC FILTER: N/A

DUCTS: N/A

OF DAMPERS: N/A

CONDITION OF DAMPERS: N/A

THERMOSTATS: Unknown

NIGHT SET BACK: Unknown

PUMPS: N/A

PIPING: N/A

Fire Protection
no sprinklers

STATION: Southport
 LINE: New Haven
 INSPECTION DATE : January 4, 2002
 INSPECTION AGENCY / FIRM: Parsons Brinckerhoff
 INSPECTORS: J. Duncan & T. Abrahamson
 TIME OF INSPECTION: P.M.
 WEATHER: Clear & Cold

CONN. DEPT OF TRANSPORTATION
 STATION INSPECTION REPORT
 SHEET 13 Of 45

PLATFORM - PLUMBING

SPAN NO.	GUTTER	DOWNSPOUT/ PIPING	CLEAN-OUTS	SPAN NO.	GUTTER	DOWNSPOUT/ PIPING	CLEAN-OUTS
North Platform	Good Repair						
	The platform gutters and downspouts will need regular maintenance.						
South Platform	No Gutters						

PLATFORM - FIXTURES -- N/A

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

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

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

STATION: Southport
LINE: New Haven
INSPECTION DATE : January 4, 2002
INSPECTION AGENCY / FIRM: Parsons Brinckerhoff
INSPECTORS: J. Duncan & T. Abrahamson
TIME OF INSPECTION: P.M.
WEATHER: Clear & Cool

CONN. DEPT OF TRANSPORTATION
STATION INSPECTION REPORT
SHEET 14 OF 45

BUILDING - PLUMBING

RESTROOM

PIPING: No Leaks
WATER PRESSURE: Normal
DRAINS: O.K.
FAUCET/FIXTURES:
* MODEL: Unknown
* YEAR: Unknown
* MANUFACTURER: American Standard
* CONDITION: Adequate
ADA Conditions - Not Conforming

Men's Restroom
Fixtures: Not Handicapped type,
No water conservation fixtures
No Handicapped Access

1 Toilet - Adequate Condition
1 Sink - Adequate Condition
1 Urinal - Adequate Condition

Women's Toilet

Same as men's room no urinal

KITCHEN

PIPING: _____
WATER PRESSURE: _____
DRAINS: _____
FACET/FIXTURES: _____ N/A
* MODEL: _____
* YEAR: _____
* MANUFACTURER: _____
* CONDITION: _____

EXTERIOR

SPRINKLER:
FACET/FIXTURES:
* MODEL: _____ N/A
* YEAR: _____
* MANUFACTURER: _____
* CONDITION: _____

On the platform side of the building the gutters are in good condition, but there are no gutters or downspouts on the front of the building

STATION: Southport

CONN. DEPT OF TRANSPORTATION
STATION INSPECTION REPORT
SHEET 15 OF 45

INSPECTORS: J. Duncan, T. Abrahamson

DATE: January 4, 2002

STATION – MECHANICAL SUMMARY

The Southport train station has two separate buildings. One building includes a ticket/waiting area with a separate area that houses an art gallery. The other building located some few hundred feet away is a restaurant. Access to the restaurant building was not available to the inspectors.

HVAC

The HVAC system consists of two heating units which are located in the attic. Heat is distributed down from above the ceiling through registers in the ceiling. The fuel used by the furnaces is propane gas from a propane gas tank located in the yard. The heating system works good.

Plumbing

The restrooms in the Southport Train station are not ADA compliant. The fixtures are not water conservation type or handicapped type. The restrooms are not handicapped accessible. Lavatory drainpipes are not insulated. There is no ventilation. Exhaust ventilation should be installed (because of code requirement and unpleasant odors) and the door should be undercut.

Storm Drainage for Platform/ Building

On the platform side of the building the gutters are in good condition, but there are no gutters or downspouts on the front of the building. The platform gutters are in good repair.

Fire Protection

There are no sprinklers installed in the Southport Train Station/Art Gallery.

STATION: Southport
 LINE: New Haven-Main Branch
 INSPECTION DATE: April 25, 2002
 INSPECTION AGENCY/FIRM: Warren & Panzer Engineers
 INSPECTORS: Hortense Oliveira/Josue Garcia
 WEATHER: Good

CONN. DEPT OF TRANSPORTATION
 STATION INSPECTION REPORT
 SHEET 16 of 45

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

Surfaces Tested	# of Locations Tested	Lead Presence (>1 mg/cm2)	Rating
Platform Warning Strip	1	No	3
Canopy Columns	1	No	3
Canopy Beams	1	No	3

Station Building

Surfaces Tested	# of Locations Tested	Lead Presence (>1 mg/cm2)	Rating
Ext Walls and Borders	4	Yes	3
Doors Frames	4	Yes	3
Doors	4	Yes	3
Int. Wall (New)	5	No	3
Wood Floor	1	No	3
Window Frames	3	Yes	3

Surfaces Tested	# of Locations Tested	Lead Presence (>1 mg/cm2)	Rating
Window Sashes	2	Yes	3
Window Sills	3	Yes	3
Int. Walls (Original)	4	No	4
Canopy and Supports	3	Yes	3
Bathroom Partitions	2	No	3
Int. Ceiling/Molding	2	Yes	4

Lead-Based Paint was found on surfaces noted above. Painted surfaces were found to be in good condition. The interior walls of the Art Gallery located inside the station house consist of sheetrock paneling which were found to be negative for lead-based paint, over original wood walls which have been found to be positive for lead-based paint. 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

SUSPECT ASBESTOS-CONTAINING MATERIALS

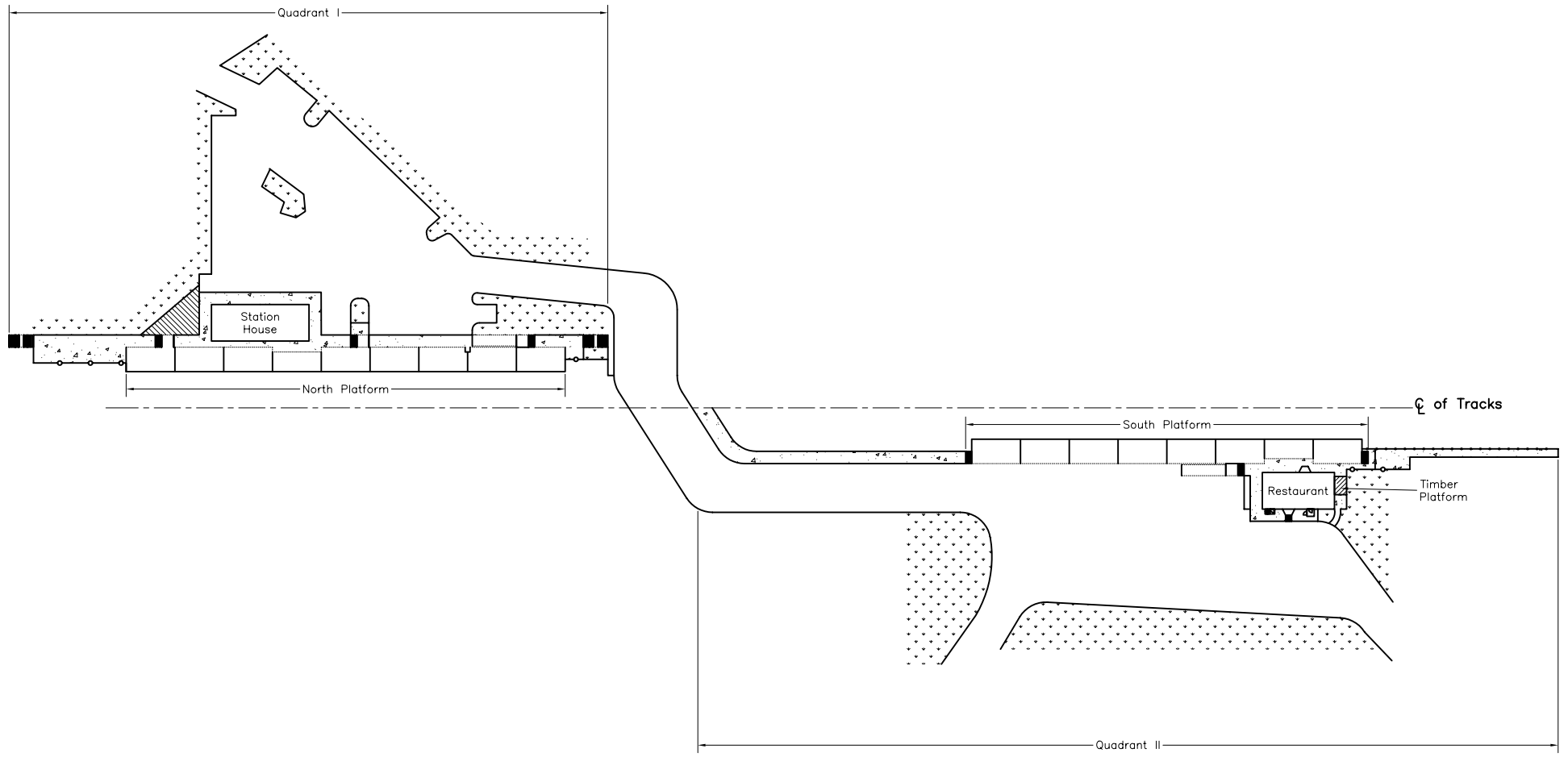
Listed below are suspect asbestos-containing materials that were observed during a visual inspection. Materials were found to be in fair to good condition. Any future disturbance of these materials should be preceded by the collection of samples and laboratory analysis of these samples. This work must be performed by a certified inspector.

Platform

Suspect Materials	Rating
Caulking on Platform Seams	3

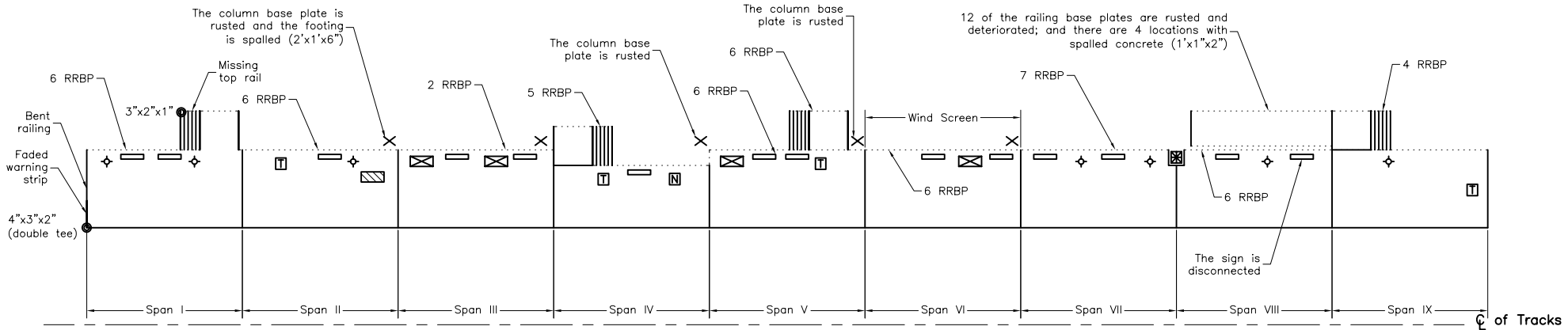
Station House

Suspect Materials	Rating
Window Frame Caulking	3
Roof Shingles	3



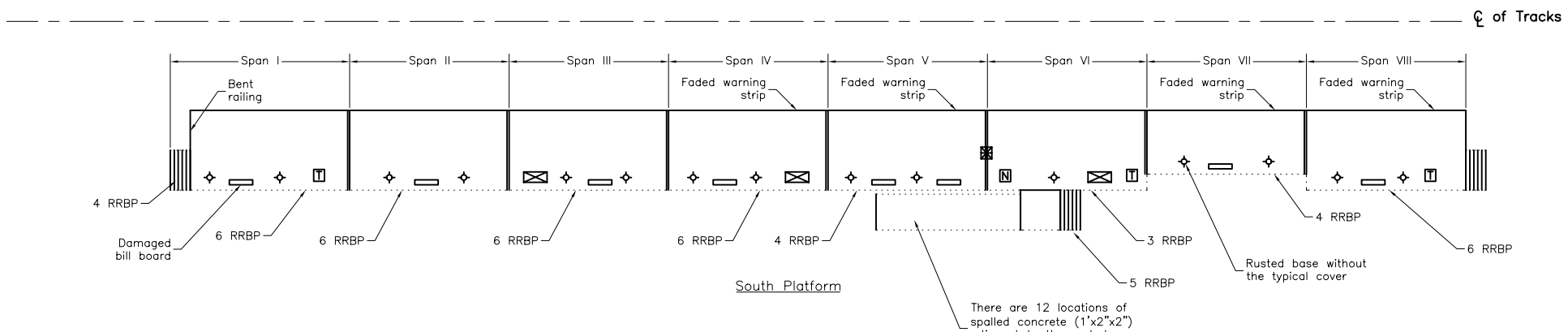
- Legend:
- Fence
 - Pedestrian Rail
 - Grass
 - Sidewalk

Urbitran Associates, Inc.
Connecticut Dept. of Transportation
Southport Station General Layout
Date: 8/3/02



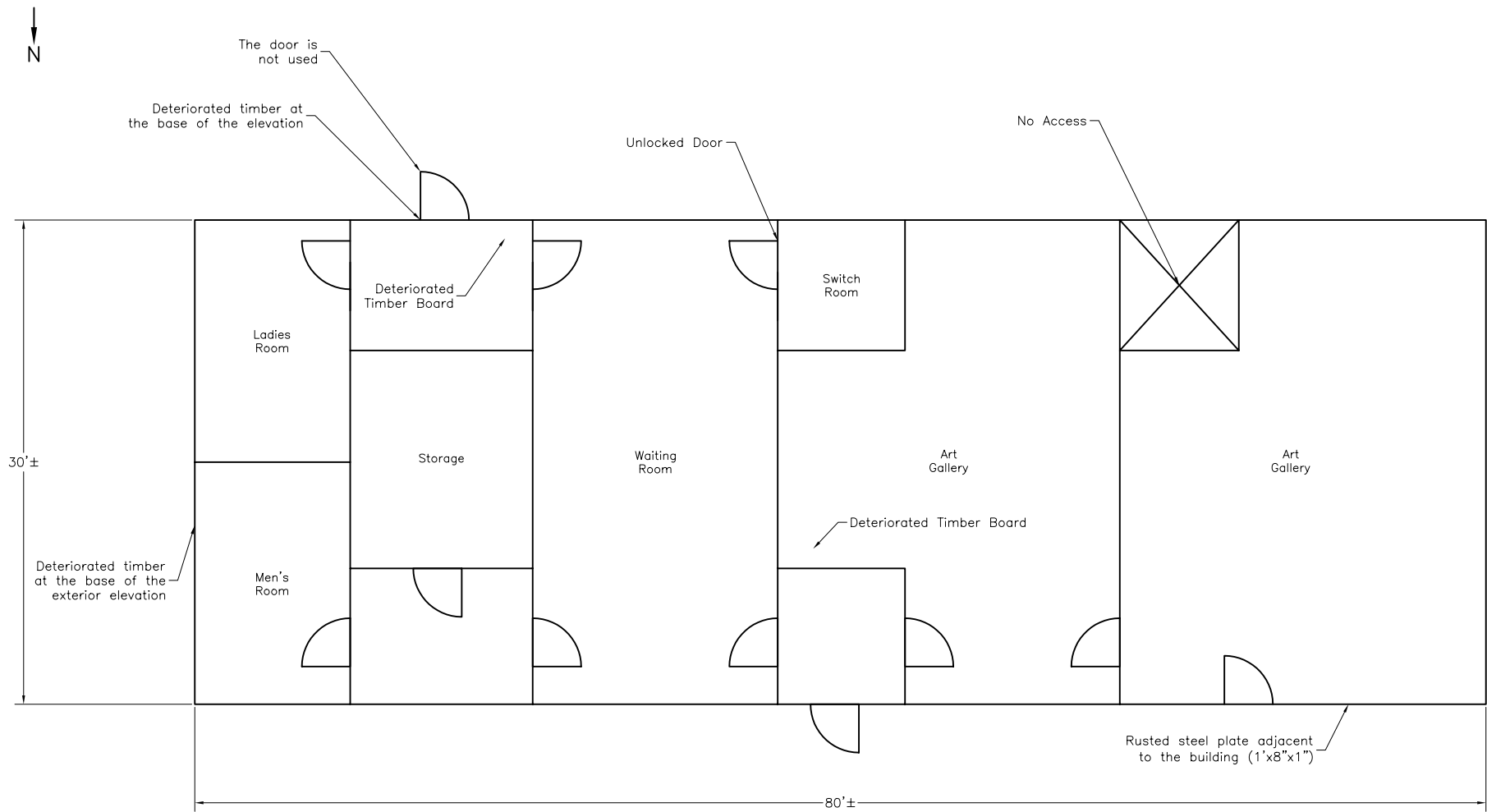
North Platform

NOTES:
 1. All of the base plates adjacent to the footings and double tees are rusted and deteriorated.



- Legend:
- Pedestrian Rail
 - Spalled Concrete
 - ◆ Light
 - × Canopy Column
 - ▭ Sign
 - ⊠ Bench
 - ⊞ Trash Receptacle
 - ⊞ Newspaper Dispenser
 - Joint
 - ⊞ Train Power Line Pole
 - ▨ Portable Metal Platform
 - RRBP Rusted Railing Base Plate

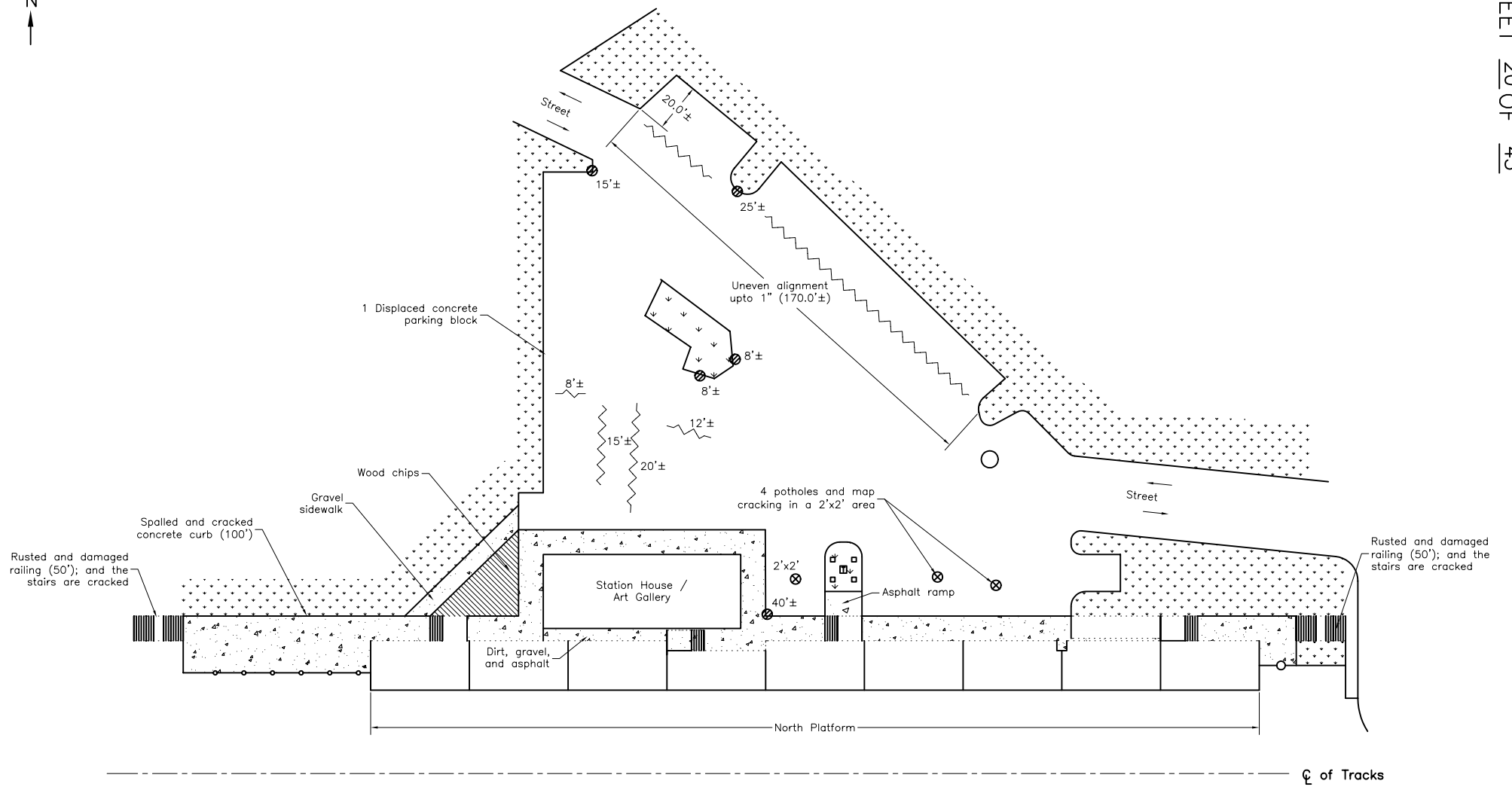
Urbitran Associates, Inc.
Connecticut Dept. of Transportation
Southport Station North and South Platform Plans
Date: 8/3/02



NOTES:

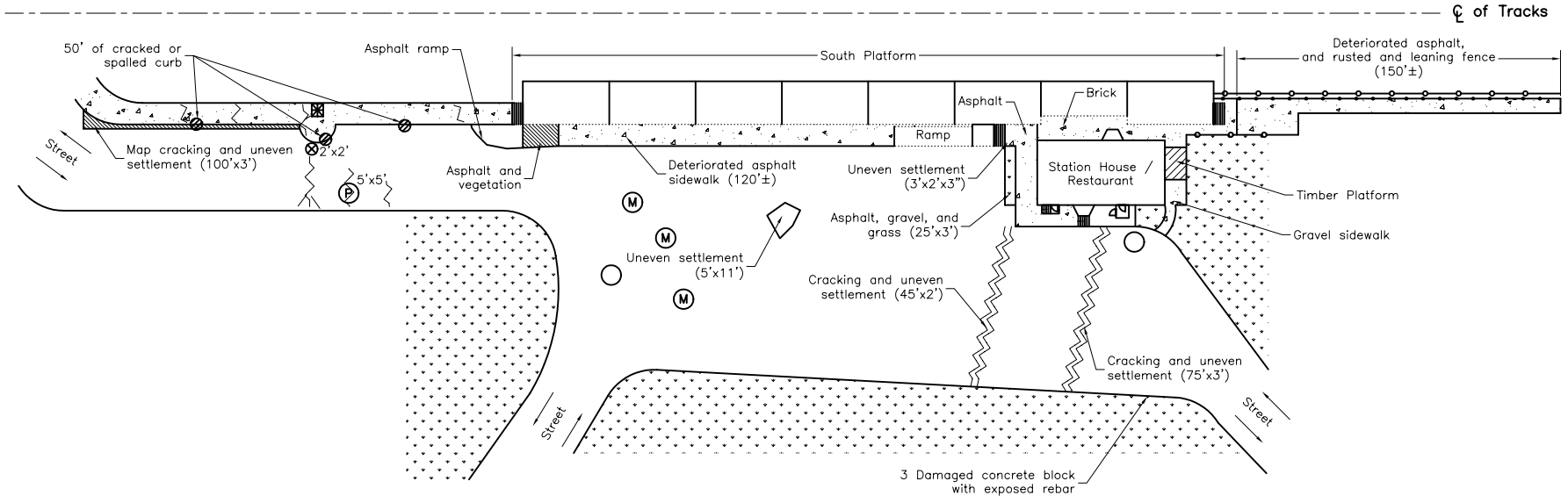
1. The ceiling paint above the waiting room contains minor map cracking
2. The protective coating floor finish is worn down through out the station house.

Urbitran Associates, Inc.
Connecticut Dept. of Transportation
Southport Station North Station House
Date: 12-06-01



- Legend:
- Fence
 - Pedestrian Rail
 - Crack
 - Grass
 - Sidewalk
 - Sanitary Manhole
 - Pothole
 - Cracked, Spalled, or Missing Curb
 - Wooden Bollards
 - Trash Receptacle

Urbitran Associates, Inc.
Connecticut Dept. of Transportation
Southport Station Quadrant I Plan
Date: 8/3/02



- Legend:
- Fence
 - Pedestrian Rail
 - Crack
 - Grass
 - Sidewalk
 - Sanitary Manhole
 - Ponding Water
 - Pothole
 - Cracked, Spalled, or Missing Curb
 - Train Power Line Pole
 - Monitoring Well

NOTES:
 1. 10% of the asphalt pavement contains additional cracks that are not shown on the drawing for clarity.

Urbitran Associates, Inc.
Connecticut Dept. of Transportation
Southport Station Quadrant II Plan
Date: 8/3/02

STATION: SouthportCONN. DEPT OF TRANSPORTATION
STATION INSPECTION REPORT
SHEET 22 OF 45INSPECTORS: PK, RGWDATE: 8/3/02

RATINGS		PHOTO NO.	REMARKS:
NEW	PREV		
3		9	Span I (S-platform) 1 - The railing is bent Span I (N-platform)
2		10	Span V-VI (S-platform) 1 - There is spalled concrete adjacent Span VIII (N-platform) to the rusted base plates
3		11	All Spans (S-platform) 2 - The railing base plate is rusted All Spans (N-platform)
2		17	Span I (S-platform) 7 - The sign bill board is damaged
2		9	Span IV,V,VII,VIII (S-platform) 8 - The warning strip is faded Span I (N-platform)
2		15	Span VIII (N-platform) 7 - The sign is disconnected
2		13	Span II-VI (N-platform) 14 - The paint on the canopy is peeling and rusted.
3		12	Span I (N-platform) 15 - The base of the web is spalled (3"x2"x1")
2		14	Span II,IV,V (N-platform) NA - The column base plates are rusted.
2		16	All Spans (N-platform) NA - The base plates adjacent to the footings and double-tee are rusted
2		18	Span VII (S-platform) NA - The base of the light pole is rusted and missing the typical cover
3		22-25	North Station House 19 - The protective coating finish is worn down and there are isolated areas where the timber floor board is deteriorated.
3		26	North Station House 20 - In the waiting area there is map cracking around the border of the ceiling
3		19-20	North Station House 26 - There are isolated areas where the exterior base board trim is missing and the timber is deteriorated.

Southport Station

Description	Units	Quantity	Price / Unit	Total Cost
<u>Replacing asphalt sidewalk</u>				
-Remove asphalt (6")	yd ³	45.00	\$22.00	\$990.00
-Installing asphalt (6" layer)	yd ²	300.00	\$25.00	\$7,500.00
<u>Replacing asphalt pavement</u>				
-Remove asphalt	yd ³	170.00	\$30.00	\$5,100.00
-6" asphalt top course and binder course	yd ²	470.00	\$25.00	\$11,750.00
-7" aggregate base	yd ³	95.00	\$20.00	\$1,900.00
Fill in asphalt cracks	ft	1055.00	\$2.00	\$2,110.00
Remove curb	yd ³	110.00	\$80.00	\$8,800.00
Install curb	ft	250.00	\$22.00	\$5,500.00
Replace fencing	ft	150.00	\$48.00	\$7,200.00
Repair spalled concrete	ft ²	20.00	\$40.00	\$800.00
Repair warning strip	ft ²	320.00	\$18.00	\$5,760.00
Repaint ceiling border	ft ²	90.00	\$18.00	\$1,620.00
Refinish interior floor	ft ²	240.00	\$18.00	\$4,320.00
Misc (clean and paint structural steel)	ft ²	200.00	\$18.00	\$3,600.00
Misc (windows, signs, etc.)	LS	-	-	\$1,000.00
Plumbing facilities made ADA Compatible	LS	-	-	\$8,500.00
Installing gutters and downspouts on the building	LS	-	-	\$2,000.00
Install ventilation in restrooms	LS	-	-	\$1,800.00
Install fire alarm visual units in the restrooms	LS	-	-	\$366.00
Reattach platform lighting conduit	LS	-	-	\$500.00
Mobilization / Demobilization (10%)	LS	-	-	\$8,111.60
Sub-total				\$89,227.60
Contingency (20%)				\$17,845.52
Grand Total				\$107,073.12
Say				\$107,000.00

* The estimate does not include any work to the platform luminaires. Further field light level readings should be performed with all luminaires operational to verify that no additional costs are involved.

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: **Fairfield and Southport**
STATION OWNER: State of Connecticut Department of Transportation (DOT) (the “State”)
LESSEE: Fairfield Parking Authority

This Lease Agreement, dated September 21, 1998 (the “Lease”), provides for the lease to the Fairfield Parking Authority, by the State, of five (5) parcels of land at the Fairfield and Southport Railroad Stations, containing an aggregate of 11.373 acres, more or less. The term of the Lease is ten years, beginning on June 1, 1998, to and including May 31, 2008. Lessee has the right to renew for one additional ten year period. Lessee is the Fairfield Parking Authority (as opposed to the Town of Fairfield); however, the Lease can be assigned to the Town of Fairfield.

Lessee pays no annual fee to the State, but is required under the Lease to establish a separate account (the “Reinvestment Fund”) to accrue surplus funds for the improvement and maintenance of rail station buildings, rail station parking and rail station services. All revenue generated from rail parking, rail-related leases and all other sources derived from the use of the leased properties (including accrued interest), minus mutually agreed upon operating and maintenance expenses, must be deposited annually into the Reinvestment Fund. One unique provision in the Lease is that the Reinvestment Fund may be used not only for improvement and maintenance of rail station buildings, rail station parking and rail station services, but also for payment of the bond of the adjacent town-owned property, which is used for additional rail station parking.

When the Lease requires work on, over or under the right of way of any railroad company, the Lessee must carry Railroad Protective Liability Insurance for and on behalf of the railroad company, the Lessee and the State as named insureds, with coverage limits of: (1) not less than \$2,000,000 for any individual accident or occurrence involving injury or death and/or destruction of property; and (2) \$6,000,000 aggregate for all injuries to persons or property during the policy period. These required amounts exceed the amounts called for in the “Standard Railroad Lease Specifications & Covenants”¹ and the majority of other railroad lease agreements included in this study.

The Lease does not specify any particularized duties on the part of either party. Under the Lease, Lessee retains sole responsibility for the day-to-day maintenance of the leased property. The State retains sole responsibility for maintaining all structural renovations and/or repairs.

¹ The Lease is made subject to the “Standard Railroad Lease Specifications & Covenants” dated October 1, 1997.

LEASE SYNOPSIS

<u>STATION NAME:</u>	Fairfield Railroad Station; Southport Railroad Station
Lease Document(s) Reviewed	Lease Agreement dated 9/21/98
Station Owner	State of Connecticut Department of Transportation (the " <u>State</u> ")
Lessee	Fairfield Parking Authority (the " <u>Town</u> ")
Agreement Number	1.23-07(98)
Effective Date of Original Lease	6/1/88
Term	10 years
Number of Renewal Periods	1 (at Lessee's option)
Renewal Period	10 years
Number of Lessee Renewals Executed in Prior Years	0
Number of Renewals Remaining	1
Expiration Date of Original Lease	5/31/98
Current Expiration Date	5/31/08
Recorded?	Volume 1893, Page 130
Number of Parcels	5
Total Acreage	11.373
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.

Allowable Direct Costs in Calculating Surplus	Operating and maintenance expenses
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?	In the event of a surplus in the Fund at the end of each 5 year period of the initial term and the 1 renewal period thereafter, if any, the State shall be entitled to withdraw fifty percent (50%) of the surplus for use on other New Haven Line projects.
Are Certified Financial Statements Required?	Yes. See <u>Appendix I</u> .
Financial Statement Submission Period	The Town shall have statement(s) of gross revenue, approved expenses, and amount in the reinvestment fund prepared and delivered 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.
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	\$750,000.00 individual; \$1,500,000.00 aggregate
Bodily Injury Coverage	\$750,000.00 individual; \$1,500,000.00 aggregate
Other Required Coverage	n/a
Voluntary Coverage	n/a
Is Lessee Self Insured?	Yes

Is Certificate of Coverage on File?	Yes
Dates of Coverage	n/a
Named Insured	State of Connecticut & Metro-North Commuter Railroad (MNCR)
State Held Harmless?	Yes
Lessee Waives Immunity	Yes
<u>MAINTENANCE:</u>	Lessee has sole responsibility for day-to-day maintenance, including, but not limited to general repairs, snow and trash removal and security of any/all stations, platforms, railings, stairs, ramps and parking lots described in the Lease.
Enhance Aesthetic Appearance	Town
Not Erecting Signs on Premises	Town
Surface Grade Land	Town
Install and Maintain Fencing	Town
Install Suitable Drainage	Town
Ice Snow Control of Sidewalks	Town
Install and Maintain Electrical Systems for Lights	Town
Sweeping and Cleaning Litter	Town
Station Structures	The State retains the sole responsibility for maintaining all major structural renovations and/or repairs.
Platform Gutters	MNCR
Fences	Town
Signs	Town
Platform Lights	MNCR
Drains	Town
Equipment	Town

Electric and Mechanical Systems	Town
Live Rail Facilities	State
Platforms	Town
Railings	Town
Stairs	Town
Platform Shelters	State
Platform Canopy	State
Tunnels	n/a
Parking Lots	Town
Waiting Room	Town
Ticket Office	Town
Baggage Room	Town
<u>PARKING:</u>	Lessee agrees that the Town of Fairfield may, upon 30 days written notice, replace the Fairfield Parking Authority as the Second Party under the Lease.
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.
Parking Schedule(s)	Lessee shall have the right to establish and publish a Daily, Weekly, Monthly, Annual and/or other periodic Parking-Fee Schedule(s).
Nondiscrimination Clause	See <u>Appendix II</u> .
<u>COSTS OF LEASEHOLD:</u>	
Taxes Paid by	Town
Water	Town
Electricity	Town
Other Public Utilities	Town

Gas	
Sewer	
Owns Title to Property	State
Owns Title to Capital Improvements	State
Is Subleasing Allowed?	Not without receipt of prior written approval of the State and the appropriate Federal Regulatory Agency, if required.
Can Lease be Sold or Assigned?	The Town of Fairfield may replace the Fairfield Parking Authority as Lessee under this Lease upon 30 days notice to the State. Otherwise, no assignment of this Lease is permitted without the prior written approval of the State and the appropriate Federal Regulatory Agency, if required.
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 "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.

FAIRFIELD

Fairfield and Southport Stations

The Town of Fairfield has New Haven Line stations, the Fairfield Station and the Southport Station. The Town considers itself to be a major stakeholder in both stations. The Town is very satisfied with the lease agreement and the present operations of both stations. Overall, it appears that the Parking Authority feels it is running both stations with efficiency and that the commuting patrons of both stations support the way in which the stations are being governed.

The impression received from those interviewed is that the Fairfield Parking Authority wishes to maintain its control over this operation. This is exemplified by the fact that the Fairfield Parking Authority made provision for additional parking by acquiring property from the Town (five acres) and leasing property from private owners and including it in the railroad fund. The Fairfield Parking Authority is paying the town and the private owners for this property.

Agreements

The Fairfield Parking Authority (FPA) is primarily responsible for the Fairfield and Southport Railroad Stations. This organization is governed by a Board of Directors (consisting of five members), with a staff that include one full-time clerk, two part-time clerks, and two part-time workers at the stations (between Fairfield and Southport). The State is not a major component in the day-to-day operations of either station. FPA does not contact the State unless it is necessary.

Although there is parking located on the premises of the Fairfield station, there is still a need for supplemental parking due to the volume of commuters who use the Fairfield station. To accommodate this need, property is currently being leased by the Fairfield Parking Authority from the Town. The lot, referred to as the Fairprene lot, is located within walking distance of the station. It is approximately two to three acres and is used for commuter parking only. Altogether, the lots leased to the Fairfield Parking Authority contain approximately 1,200 spaces. However, these leased lots are still insufficient to meet the needs of the commuting public.

In addition to FPA lots, there are other lots that are used by patrons of the Fairfield Railroad Station. The Knights of Columbus own a lot that allows for daily commuter parking. There is also a State commuter lot that is located off Exit 22 of Interstate 95, about a half mile away from the station. Additional parking is also thought to be found alongside Boston Post Road, which is the closest main road to the station found on the eastbound side of the tracks. Commuters utilize this area for parking because it is free and parking there for the duration of the day is allowed.

The Fairfield Parking Authority allows all non-permit holders to park in any available space after 9:00 a.m. This policy was implemented to allow those people not holding permits the ability to park on station lots in the spaces reserved for permit holders only. As long as these cars arrive after 9:00 a.m., they are given the standard six dollars a day parking fee, instead of incurring a \$35 fine that is given to non-permit holders parking in permit spaces and arriving before 9:00 a.m.

The FPA has arrangements for the maintenance, patrolling, and cleaning of the stations. Generally, the FPA does not contract any outside services if the necessary work can be performed by the Town's Public Works Department, and thus there are no outside services contracted except for cleaning the lots. The Town's Public Works Department is responsible for maintaining the lots, such as paving, resurfacing and striping the spaces. This is done according to a published maintenance schedule. It is also responsible for the snow and ice removal. The Parking Authority does include an agreed upon fee for the work done by the Town's Public Works as an expense.

There are leases with the Station Cleaners and Dunkin' Donuts at the Fairfield Station, although leases were not available for review. At the Southport Station, there is a lease with the Art Center, but a lease was not available for review.

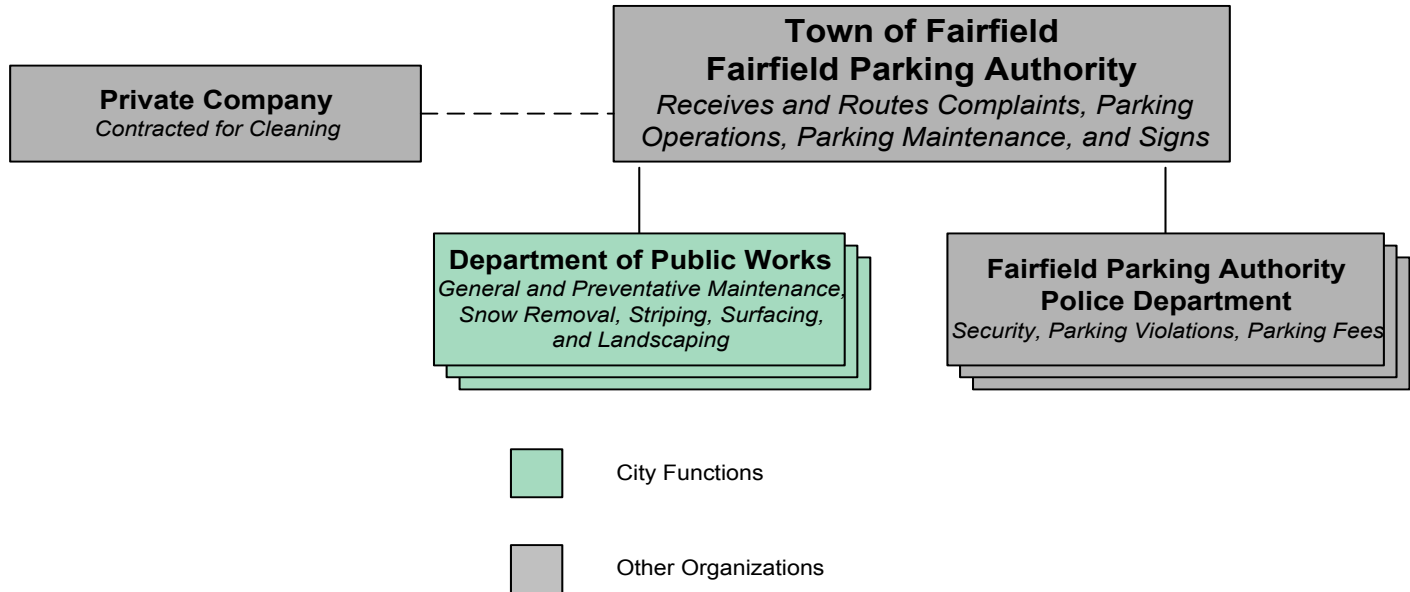
In addition to the parking provided by the Fairfield Parking Authority on the Southport station parcels, there is a nearby church lot at Trinity Church, which the Parking Authority leases to provide for additional commuter parking. This is a permit lot, providing approximately 100 additional spaces for the commuters. There are striped spaces and signs indicating that permits must be held to park. This expense is charged against the railroad fund.

Organizational Structure

The Fairfield Parking Authority (FPA) is the primary entity in control of the Fairfield Station and the Southport Station and their respective parking lots. The State does not take a role in the day-to-day operations of either station. The Fairfield Parking Authority is not traditionally organized with management level staffing, but rather operates with a clerical staff and part-time station workers under the Board of Directors. In place of any assigned management position, the Parking Authority is overseen by Joseph E. Devonshuk, but he is not officially assigned to these duties or paid out of the Railroad Fund as are the other employees or clerks. Mr. Devonshuk is an unofficial liaison between the workers, the Board and the State. The FPA does not contact the State regarding operating matters, but if necessary Carl Rosa of CDOT is contacted regarding large projects or capital improvements.

The Fairfield Parking Authority Police report directly to the Fairfield Parking Authority. The Town's Department of Public Works and a private company contracted for cleaning report directly to the Parking Authority.

Southport and Fairfield Stations



Neither the Town of Fairfield nor the Fairfield Parking Authority publishes organization charts for the operations and maintenance of the Fairfield and Southport Stations and parking lots. The organization chart below was developed from data gathered from City and FPA employees and administrators.

Operating Procedures

The Fairfield Parking Authority is primarily responsible for the operations of the Fairfield and Southport Railroad Stations. Any party wishing to report a concern, including the police, Public Works, and commuters, contacts the FPA.

The clerks of the FPA are responsible for the subleasing of areas within the station, such as the Station Cleaners and Dunkin' Donuts at Fairfield and the Art Place at Southport.

The Fairfield Parking Authority police are responsible for the security of the parking lots, the daily parking charges, and ticket issuance. The FPA police are also the responsible party for the issuance of the parking permits. In addition to the regular presence of the FPA police security, the Fairfield Police Department patrols the lot as part of its regular route.

The Town's Public Works Department is responsible for the maintenance on the lots, such as paving, resurfacing, striping the lots, and snow and ice removal. The Parking Authority does include an agreed upon fee for the work done by the Town's Public Works as an expense.

The Town and the Parking Authority do not publish operating procedures. The table below was developed from information from Town and Parking Authority staff and administrators.

Procedure	Responsible Party
Opening and Closing of Station	N/A
Housekeeping Inside Station	Private Company
Housekeeping Outside Station	Department of Public Works
Daily Maintenance	FPA, Department of Public Works
Preventative Maintenance	Department of Public Works
Landscaping	Department of Public Works
Security	FPA Police and Fairfield Police Department
Customer Service	FPA
Tenant Performance	FPA
Parking Enforcement	FPA Police
Parking Fees and Permits	FPA Police
Parking Operation Maintenance	FPA

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.

FAIRFIELD AND SOUTHPORT FINANCES

ACCOUNTING ENTITY / BASIS

The operations of the State leased properties in Fairfield and Southport are accounted for in the Fairfield Parking Authority, a separate entity from the Town, as an enterprise fund using the accrual basis of accounting

The Parking Authority keeps a separate internal accounting for the Fairfield and Southport stations.

The financial report to the State, however, presents only the combined operations governed under the single lease agreement with the State. Therefore, the financial references contained herein relate to the combined finances of both properties.

The Fairfield Parking Authority pays no annual fee or rent to the State of Connecticut, but they are required to deposit revenues net of expenses to a Reinvestment Fund on an annual basis. The Fund is to be used for the improvement and maintenance of the rail station buildings, facilities, and services, as well as, the payment (in the form of rent, see comment below) of a bond for a piece of property located in Fairfield adjacent to and used for railroad parking and owned by the Town.

FINANCIAL REPORTING

The Parking Authority provides a detailed audited report to the State presenting revenues, expenses and fund balance with disclosures. This report is appropriate for financial oversight by the State. 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.

REVENUES

Sources of revenue include parking fees rents, late charges and interest income from invested funds. Subleases revenue for example are from Dunkin Donuts, the Nauti Dolphin restaurant, Whistlestop Cleaners, Fairfield Taxiways – at the Fairfield station, and the Artplace Coop Gallery at Southport station.

Parking revenue collections are from the issuance of the semiannual parking permits, which are not interchangeable between Fairfield and Southport Stations and daily parking fees issued by the special police force. There are also revenues from late fees on any delinquencies. They do not, however, collect revenue on the telephone commissions or include any violations revenue issued by the local police. The local police department retains the violation revenues and in turn there are no related expenses charged for this policing effort to the Parking Authority.

Beginning in 1997 the Parking authority revenues were sufficient to cover expenses (excluding the expenses of Metro-North and ConnDOT).

EXPENSES

The Parking Authority finances include the revenues and expenses for the operation of the five acres of parking area owned by the Town. The related expenses also include a rent paid to the Town by the Parking Authority for the use of this space. This payment is under a non-cancelable operating lease that expires in 2018. The Town records the lease expense in accordance with governmental accounting principals, therefore the recorded expense differs from the actual cash payment and the difference is recorded to the accrued lease obligation. The annual rent expense recorded on the Authority's books is \$505,526.

The rent payment to the Town is designed to provide funds to pay-off the Town's bonding for the purchase of the 5-acre town property used for railroad parking, The reported scheduled cash-basis rent payments are as follows:

2001	\$536,000
2002	\$560,000
2003	\$584,000
2004	\$608,000
2005	\$632,000
2006	\$656,000
Thereafter	<u>\$1,742,000</u>
Total payments	<u>\$5,318,000</u>

The Parking Authority also has provided for additional parking by entering into a non-cancelable lease at Fairfield for the Fairprene Company site (about \$48,000 year) and at Southport with the nearby Trinity Church (about \$5,000 year).

The Parking Authority expenses cover the maintenance services provided by the Town's Public Works Department, the special police ticketing services, the general day-to-day repairs and maintenance that includes the use of outside contracted services, professional fees, postage, supplies, utilities and employee payroll and related benefits. The Parking Authority also reimburses the Town for use of office facilities, administrative services and their general liability insurance.

Expenses also include a charge for depreciation and amortization related to equipment and parking lot improvements (in thousands: 1996-\$20.0, 1997-\$12.5, 1998-\$14.7, 1999-\$14.3, 1000-\$14.9), which is include in generally classified expenses.

The report to the State indicates the following details regarding fixed assets at 6/30/00:

Land	\$ 27,432
Improvements	989,859
Equipment	<u>23,290</u>
Total	1,040,581
Less, accumulated depreciation and amortization	<u>(954,506)</u>
Net at 6/30/00	<u>\$ 86,075.</u>

Generally Classified Expenses - These expenses are mostly for administrative personnel, office and general business expenses, depreciation, and miscellaneous expenses.

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

During the five-year period, the 1996 net loss of \$227,000 (excluding Metro-North costs) was converted to a \$211,000 profit for fiscal year 2000. This appears to have been generated by an increase in fiscal year revenues from \$687,000 in 1996 to \$1.143 million in 2000.

The expense incurred by the State utilizing Metro-North’s forces for repairs and maintenance at each station and ConnDOT’s direct administrative expenditures, negatively impacts the net profitability of each station. Metro-North costs are not considered by the Town or the State in setting parking fees or covering operating expenses.

The State is entitled to withdraw 50% of the surplus for use on other New Haven line projects. The fund balance shows a net deficit but is mitigated by the fact that it includes an offset of contributed capital of \$462,401. We understand that the contributed capital represent the property turned over to the Parking Authority by the Town and placed in the railroad fund. The net deficit at June 30, 2000 was \$515,045. The net deficit was accumulated in 1996 and prior to years. In 1997-2000 there was a positive cash flow coupled with profitable operations resulting in a reduction of the fund balance deficit. The positive change in the deficit is presented as follows:

Deficit at June 30:	
1996	\$ 883,916
2000	<u> 515,045</u>
Net positive change	<u>\$ 368,871</u>

Once the deficit is eliminated the State has the opportunity to share 50% of any surplus at the end of each five-year period of the initial term ((5/31/08) and the one renewal period thereafter.

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 Town.

CAPITAL PROJECTS

We understand that the Town, together with the State and a private developer is in the stages of planning a larger station facility as part of the development of an abandoned industrial site into a commercially active property. The expectation is to add approximately 1,200 automobile parking spaces to primarily serve rail line commuters, and high-level boarding platforms, waiting room and other improvements. We understand that this project is initially set for \$16.2 million.

FINANCIAL PRESENTATION IN COMPARISON TO THE PARKING INVENTORY

A parking inventory and utilization report is presented separately as Task 2 in this study. All the inventoried spaces appear to be covered by the Authority's annual financial report to the State.

At Fairfield the parking inventory covers four lots. Two lots are a mix of State-owned (376) and Town (651) spaces, while the other two lots are strictly municipal (189) spaces, owned by the Town or private property leased by the Authority. While the State lease covers 250 spaces on the eastbound side of the station, the inventory was limited to 87, as many of the spaces were used for multiple purposes.

At Southport the parking inventory covers two State-owned lots and a private lot which is leased by the Parking Authority for rail commuters.

FAIRFIELD & SOUTHPORT RAILROAD STATION AND PARKING OPERATIONS

<u>REVENUES</u>	YEAR 1996				YEAR 1997			
	OPERATING AGREEMENTS				OPERATING AGREEMENTS			
	LOCAL GOVT	METRO-NORTH	TOTAL	%	LOCAL GOVT	METRO-NORTH	TOTAL	%
PARKING	\$ 613,153	\$ -	\$ 613,153	89.2%	\$ 840,891	\$ -	\$ 840,891	90.0%
RENTS	50,074	-	50,074	7.3%	65,314	-	65,314	7.0%
INVESTED FUNDS	7,630	-	7,630	1.1%	10,451	-	10,451	1.1%
OTHER	16,472	-	16,472	2.4%	17,970	-	17,970	1.9%
	<u>\$ 687,329</u>	<u>\$ -</u>	<u>\$ 687,329</u>	<u>100.0%</u>	<u>\$ 934,626</u>	<u>\$ -</u>	<u>\$ 934,626</u>	<u>100.0%</u>
<u>STATION, PLATFORMS AND PARKING EXPENSES</u>								
REPAIRS AND MAINTENANCE	\$ 59,686	\$ 44,540	\$ 104,226	10.8%	\$ 52,919	\$ 30,777	\$ 83,696	9.1%
UTILITIES	12,683	-	12,683	1.3%	13,623	-	13,623	1.5%
RENT	528,026	-	528,026	54.6%	505,526	-	505,526	55.2%
SECURITY	107,747	-	107,747	11.1%	108,447	-	108,447	11.8%
INSURANCE AND CLAIMS	-	(2,702)	(2,702)	-0.3%	-	11,000	11,000	1.2%
GENERALLY CLASSIFIED EXPENSES (INCLUDING UNSPECIFIED - DIRECT, -INDIRECT, - ADMINISTRATIVE, -AND GENERAL ALLOCATIONS)	206,069	11,366	217,435	22.5%	181,624	11,610	193,234	21.1%
CONNECTICUT SALES TAX	-	-	-	0.0%	-	-	-	0.0%
	<u>\$ 914,211</u>	<u>\$ 53,204</u>	<u>\$ 967,415</u>	<u>100.0%</u>	<u>\$ 862,139</u>	<u>\$ 53,388</u>	<u>\$ 915,527</u>	<u>100.0%</u>
<u>NET PROFIT (LOSS)</u>	<u>\$ (226,882)</u>	<u>\$ (53,204)</u>	<u>\$ (280,086)</u>		<u>\$ 72,487</u>	<u>\$ (53,388)</u>	<u>\$ 19,099</u>	
<u>LOCAL GOVERNMENT'S RAILROAD FUND</u>								
ACCUMULATED SURPLUS (DEFICIT)	\$ (883,916)				\$ (811,249)			
LESS - LOCAL GOVERNMENT'S SHARE								
NET AVAILABLE RAILROAD FUND SURPLUS (DEFICIT)	<u>(883,916)</u>				<u>(811,249)</u>			
<u>STATE'S AVAILABLE SHARE @ 50%</u>	<u>\$ -</u>				<u>\$ -</u>			

FAIRFIELD & SOUTHPORT RAILROAD STATION AND PARKING OPERATIONS

REVENUES	YEAR 1998				YEAR 1999			
	OPERATING AGREEMENTS				OPERATING AGREEMENTS			
	LOCAL GOV'T	METRO-NORTH	TOTAL	%	LOCAL GOV'T	METRO-NORTH	TOTAL	%
PARKING	\$ 832,431	\$ -	\$ 832,431	88.7%	\$ 885,975	\$ -	\$ 885,975	87.5%
RENTS	72,764	-	72,764	7.8%	87,384	-	87,384	8.6%
INVESTED FUNDS	16,326	-	16,326	1.7%	24,095	-	24,095	2.4%
OTHER	17,039	-	17,039	1.8%	15,426	-	15,426	1.5%
	\$ 938,560	\$ -	\$ 938,560	100.0%	\$ 1,012,880	\$ -	\$ 1,012,880	100.0%
<u>STATION, PLATFORMS AND PARKING EXPENSES</u>								
REPAIRS AND MAINTENANCE	\$ 60,342	\$ 39,863	\$ 100,205	10.5%	\$ 100,530	\$ 39,689	\$ 140,219	13.9%
UTILITIES	13,625	-	13,625	1.4%	31,748	-	31,748	3.2%
RENT	529,526	-	529,526	55.3%	557,026	-	557,026	55.4%
SECURITY	100,408	-	100,408	10.5%	84,204	-	84,204	8.4%
INSURANCE AND CLAIMS	-	15	15	0.0%	-	21	21	0.0%
GENERALLY CLASSIFIED EXPENSES (INCLUDING UNSPECIFIED - DIRECT, -INDIRECT, - ADMINISTRATIVE, -AND GENERAL ALLOCATIONS)	204,244	8,852	213,096	22.3%	184,384	7,802	192,186	19.1%
CONNECTICUT SALES TAX	-	-	-	0.0%	-	-	-	0.0%
	\$ 908,145	\$ 48,730	\$ 956,875	100.0%	\$ 957,892	\$ 47,511	\$ 1,005,403	100.0%
<u>NET PROFIT (LOSS)</u>	\$ 30,415	\$ (48,730)	\$ (18,315)		\$ 54,988	\$ (47,511)	\$ 7,477	
<u>LOCAL GOVERNMENT'S RAILROAD FUND</u>								
ACCUMULATED SURPLUS (DEFICIT)	\$ (781,014)				\$ (726,026)			
LESS - LOCAL GOVERNMENT'S SHARE								
NET AVAILABLE RAILROAD FUND SURPLUS (DEFICIT)	(781,014)				(726,026)			
<u>STATE'S AVAILABLE SHARE @ 50%</u>	\$ -				\$ -			

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Environmental Services
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