

Individual Station Report

Rowayton

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

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Rowayton

Rowayton Station has recently seen a CDOT proposal for an additional 40 parking spaces, but the issue of parking expansion has been contentious in the District. The neighbors around the station area are against expansion, and against additional lighting which they say affects their homes. The district has hired a traffic consultant to review the issue for them. The District representative estimates that the waiting list for spaces is about 40 to 50 cars. There are many in the District who would like to restrict permits to Rowayton residents (or at least the majority), but this is not permitted. This also makes expansion, which would not be guaranteed for Rowayton residents, a larger issue. Overall, the local residents feel CDOT is pushing more parking down their throats, and that the plan to expand by 40 spaces is a harbinger of bigger plans. The District wants a greater say concerning the size of the station for the future, as well as the access and egress pathways. Off-site pedestrian walkways, including the need for more sidewalks and the upgrading of existing stairs and paths, are a big problem for this station, which has one of the highest pedestrian access volumes.

The district representative had some concerns/issues regarding the lease relative to operational and maintenance responsibilities, but overall was satisfied with the arrangements. He felt that CDOT is responsive on day to day issues, even as they are perceived less favorably with regard to expansion. With regard to a minor issue, he wanted to know who was responsible for maintaining the vegetation around the electrical towers.

The District pays for the parking attendants from the parking revenues, and pays for routine maintenance from the same fund. The station is considered revenue neutral to the District, and the District does maintain a reinvestment fund.

They have had some problems with enforcement of parking violations, and with speeding and reckless driving in the lots, which they are discussing with the Norwalk police, since this is not part of the attendant job description.

The District clearly wants to keep control of the station through its lease with CDOT, and would not favor a plan for a state takeover. The District is making plans for upgrading of the site, and specifically identified the following: a new sprinkler system in the station building, better landscaping, new gutters, improved drainage to prevent water from flowing down onto the pavement and icing in winter, better signage, speed bumps in the lot, and a berm in the center of the northside lot to eliminate middle parking. The District was not clear about which items they would have to pay for and which might be CDOT projects.

Besides the concern over more parking and growth, the residents have the following concerns: congestion on Rowayton Avenue, complaints about the wait list for parking permits and the method used for getting a permit, and the condition of the underpass, sidewalk, and stairs.

Customer Opinion Survey

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



Prepared to
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Submitted by
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Rowayton

A total of 300 surveys were distributed in Rowayton and yielded a response rate of 25%. Consistent with the commuter profile at rail stations overall, Rowayton exhibited similar commuting patterns with business commuters riding the train on a daily basis and during peak periods. Of those who responded, 89% held parking permits at the time of the survey. Of those without a permit, 86% reported they were on a waiting list.

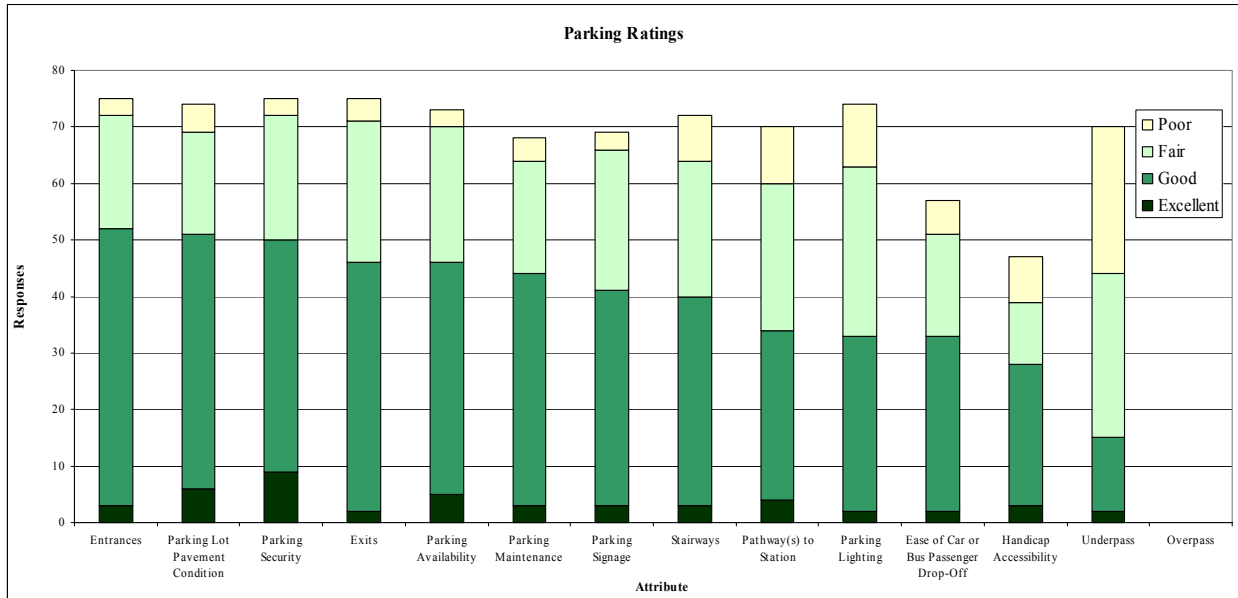
Men accounted for three-quarters of the respondents at Rowayton, and nearly all customers surveyed were within 25 and 64 years of age. Seven percent of respondents were 65 or older, representing a slightly higher proportion than at most stations. Incomes were once again high; over two-thirds of respondents indicated annual incomes exceeding \$100,000.

Customer ratings for the various elements of the Rowayton station were overall more negative compared to other stations on the New Haven line. Combined 'fair' or 'poor' ratings exceeded 25% for 34 of the 39 elements, and 13 elements received a majority of negative ratings.

Beginning with the parking at Rowayton, the most critical ratings were given to the underpass (19% negative), pathways to the station (51% negative), and parking lighting (55% negative), the only elements to have a majority of negative ratings. Rowayton does not have an overpass. Interestingly, while not given outstanding ratings, security in the parking areas was not as great a

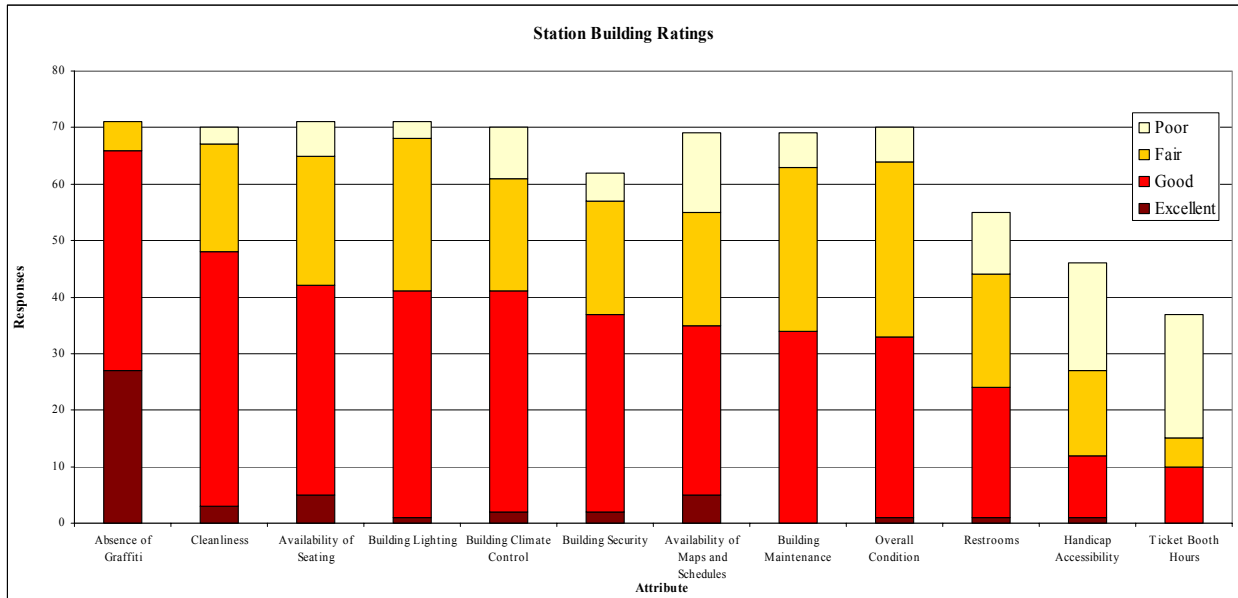
concern at Rowayton as other elements, or relative to other stations. Figure 133 describes the parking ratings applied at the Rowayton Station. As noted, the ratings for parking were not stellar and the highest rating was only 69% satisfaction. The highest rated parking elements were entrances and parking lot pavement condition.

Figure 133: Rowayton Station Parking Ratings



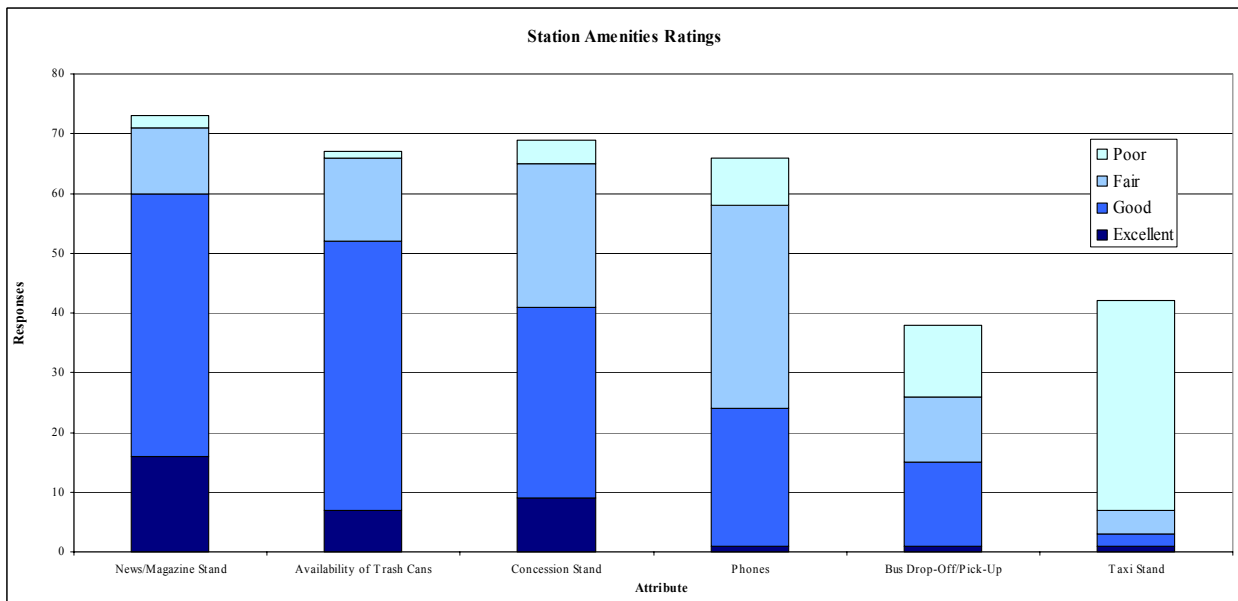
Principal areas of customer concern pertaining to the station building were as follows: handicap accessibility, restrooms, overall condition, and building maintenance. Only 47% of respondents were satisfied with the overall condition of the station building in Rowayton. Again, although still rated less favorably by 40% of respondents, security in the station building was not a primary concern. As was typical at most stations, most (93%) customers surveyed appreciated the absence of graffiti in the station building. After the highly rated absence of graffiti element, the next highest rating was only 69% (cleanliness). Figure 134 describes the perception of the station building condition in Rowayton. The Rowayton Station does not have a ticket office.

Figure 134: Rowayton Station Building Ratings



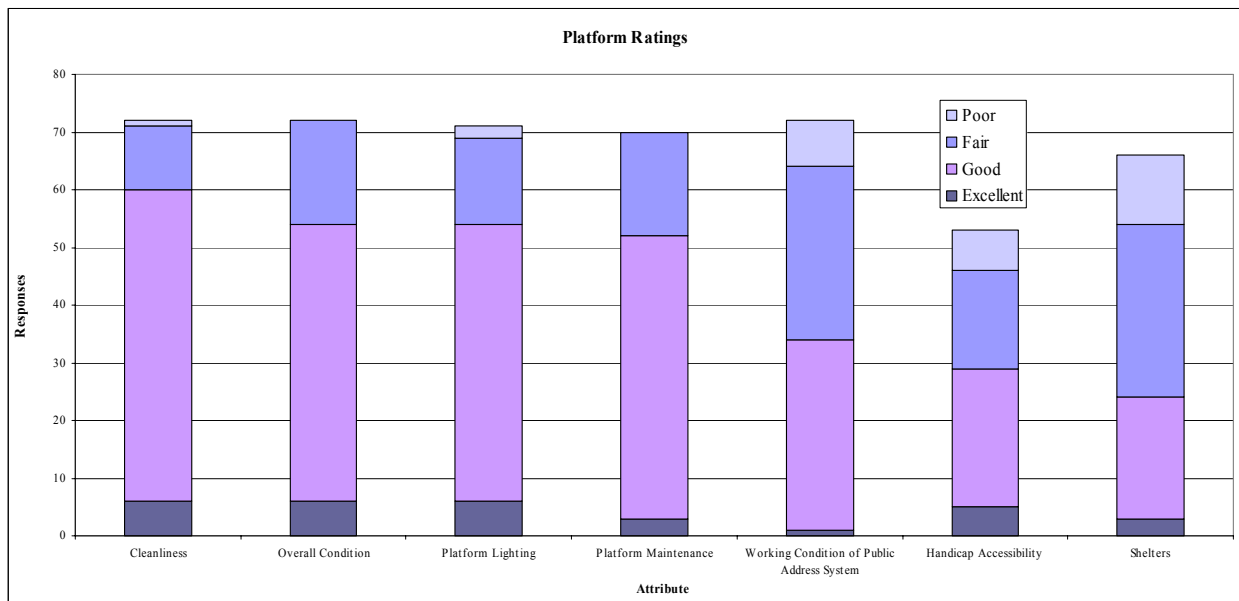
Among station amenities, the phones, taxi stand and bus pick-up/drop-off were the primary concerns of respondents, each receiving over 50% 'fair' and 'poor' responses. The taxi stand was the worst off with 93% negative ratings. Conversely, the news and magazine stand and the availability of trash containers were rated quite favorably. Rowayton was only one of a couple of stations where another element beat out availability of trash cans for the highest rated amenity. Eighty-two percent of respondents were pleased with the condition of the news/magazine stand, making it the highest rated amenity. Figure 135 lists the amenities ratings in Rowayton.

Figure 135: Rowayton Station Amenities Ratings



Finally, concerning the station platform, the two areas of greatest concern were the same as at most stations: the shelters and the working condition of the public address system. Otherwise, the overall condition of the platforms, platform lighting, and cleanliness were rated more positively. As with most other stations, the platform conditions were in general rated higher than the other station elements. Figure 136 portrays the platform situation in Rowayton. The only elements to receive a majority of negative ratings were shelters (64% negative). Three-quarters of respondents were pleased with the overall condition of the platform. However, the highest rated platform element was cleanliness with 83% satisfactory ratings.

Figure 136: Rowayton Station Platform Ratings



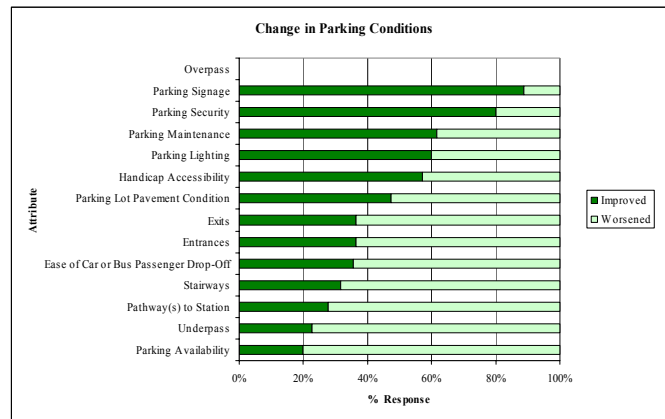
The rating of comparable factors in this survey was compared for Rowayton to the results of the most recent Metro-North survey effort. The rating of building and platform condition and cleanliness tended to be higher in the Metro-North results. The overall station condition factor had the greatest discrepancy – 81% satisfaction for Metro-North and 47% for this survey. The condition of the platform ratings were closer – 83% for Metro-North and 75% for this survey. The closest ratings were for platform cleanliness, where Metro-North respondents (88%) rated cleanliness 5 percentage points higher than the respondents to this survey (83%). Interestingly, the rating of parking availability was much higher in the Metro-North survey, which had an 80% satisfaction rate as compared to 63% satisfaction in this survey. The same was the case with the public address system where 69% of Metro-North respondents were satisfied and only 47% of respondents to this survey were satisfied.

Change

When comparing the change ratings to the ratings of the current situation in Rowayton, no real trend emerged. For some types of elements the current ratings were higher, for some the change ratings were higher, and for some others the ratings for change and current were quite similar.

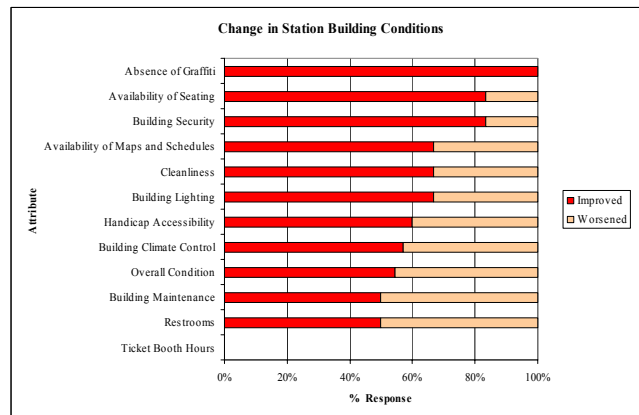
Figure 137 describes how Rowayton respondents felt about the changed parking situation over the previous 2 years. Eight of the 13 parking elements were rated as ‘worsened’ by a majority of respondents. Parking availability was voted as the least improved parking element with only 20% improvement ratings. Underpasses, exits, entrances, ease of passenger drop-off, pathways and stairways were also all thought to have worsened during the past 2 years. Parking signage was the most improved parking element with 89% improvement ratings. Parking security was also thought to have improved by 80% of respondents. As noted, Rowayton does not have an overpass.

Figure 137: Rowayton Station Change in Parking Conditions



Change ratings for the station building were much better than the change ratings for the parking elements in Rowayton. All 7 people who rated the absence of graffiti thought that it had improved during the previous 2 years. No station elements received a majority of ‘worsened’ ratings. Restrooms and building maintenance, the least improved elements, left people on the fence over whether or not they had improved recently. Rowayton does not have a ticket office. Availability of seating and building security were thought to have improved by 83% of respondents. Figure 138 describes how Rowayton respondents perceived changes in the station building over the past 2 years.

Figure 138: Rowayton Station Change in Building Conditions



Overall the change ratings were quite similar to the ratings of the current situation for amenities in Rowayton. Figure 139 outlines the change ratings for amenities. Two elements were thought to have worsened by a majority of respondents. Eighty-seven percent of respondents thought that the condition of the phones had worsened during the previous 2 years. On the other hand, both people who rated the bus drop-off/pick-up situation thought that it had improved. Availability of trash cans was also thought to have improved by 80% of respondents.

Figure 139: Rowayton Station Change in Amenities Conditions

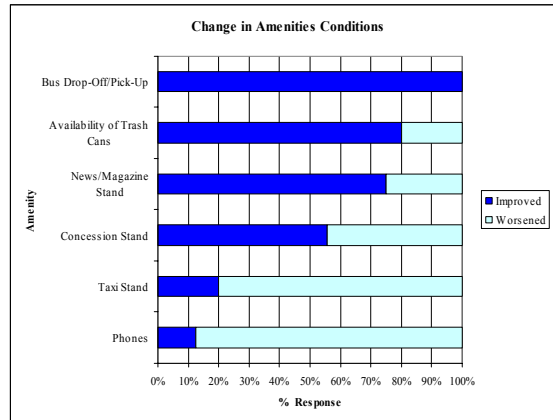
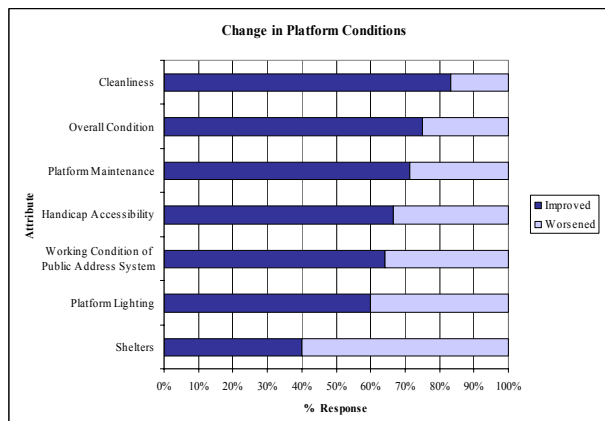


Figure 140 describes how the platform elements changed in Rowayton. As usual, the platform change ratings were the highest of the four categories of elements in question. Three quarters of respondents were pleased with the overall condition of the platform. Cleanliness was the most improved element with 83% improvement ratings. Also similar to many other stations, the shelters were the least improved platform elements. Sixty percent of respondents thought that the shelters had worsened during the previous 2 years.

Figure 140: Rowayton Station Change in Platform Conditions



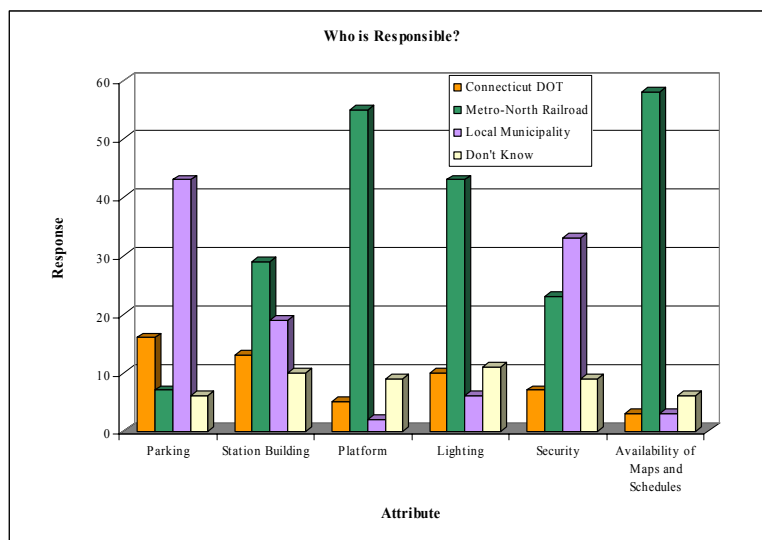
Several areas that are in immediate need of change were identified through this change analysis. The areas that need most attention (40% or lower improvement ratings) are: parking availability, underpasses, pathways to the station, stairways, ease of passenger drop-off, entrances, exits, taxi stand, phones, and shelters.

Responsible Agencies

When asked who they thought was responsible for station conditions, most Rowayton respondents answered either the local municipality or Metro-North. Figure 141 provides detailed information on who survey respondents thought was responsible for which elements. The following statements can be made about how Rowayton respondents saw agency responsibility:

- The majority (60%) of respondents thought that the local municipality was responsible for parking. An additional 22% said the same of Connecticut DOT.
- Rowayton respondents were generally split between thinking that Metro-North (41%) was responsible for the station building and thinking that the local municipality (27%) was in charge.
- Seventy-seven percent of respondents said that Metro-North was responsible for the platform.
- Sixty-one percent said that Metro-North was also in charge of lighting. The next highest percentage (15%) of respondents was the one that corresponded with the people who did not know who was responsible for lighting.
- Respondents were again split mainly between the two most common agencies with regard to responsibility for security. Forty-six percent of respondents said that the local municipality was responsible for security. Thirty-two percent of respondents thought that Metro-North was in charge of security.
- As with all other stations, the vast majority (83%) of respondents thought that Metro-North was responsible for map and schedule availability.

Figure 141: Rowayton Station – Responsible Agencies



Written-In Customer Comments

As was the case with several other New Haven Line Stations, the highest percentage of respondents wrote in that more parking areas were necessary when they were asked to physically write in their comments. Ten percent of the respondents requested more parking. Another 6% thought that lighting needed improvement and yet another 6% wanted cleaner platforms. Looking back, 83% of respondents said they were satisfied with platform cleanliness and had noticed improvement during the previous 2 years, so these written-in comments do not really make sense. The people who wrote in the comments must have been in the small group who rated platform cleanliness negatively. Many other comments were written in by 2 or fewer respondents. Table 14 lists all of the comments made at the Rowayton Station.

Table 14: Rowayton Station – Written-In Customer Comments

Comment Code	Comment	# Responses	%
18	Need more parking areas	5	10.4%
10	Lighting needs improvement	3	6.3%
24	Cleaner platforms	3	6.3%
1	Another over/underpass needed	2	4.2%
8	Entrances/Exits very difficult	2	4.2%
12	Could use benches & protected shelters from rain/snow with heat/air	2	4.2%
13	Need ticket machines	2	4.2%
26	Limited disabled access	2	4.2%
34	Option to purchase tickets monthly via credit card	2	4.2%
59	Trains in terrible condition	2	4.2%
64	Single overpass not adequate	2	4.2%
83	Station needs improvements	2	4.2%
85	Only residents should be allowed parking permits	2	4.2%
7	Long wait on parking list	1	2.1%
14	Drop-off and pick-up areas need to be changed	1	2.1%
17	Longer station platforms	1	2.1%
19	Construction project very slow	1	2.1%
20	Better pathways to train platform	1	2.1%
22	Cleaner trains	1	2.1%
27	Trash cans needed	1	2.1%
32	Many parking permit spaces empty	1	2.1%
49	Overall good comments	1	2.1%
55	Extend station hours	1	2.1%
61	Better public address system needed	1	2.1%
62	Need better security company	1	2.1%
66	Lot needs to be paved	1	2.1%
74	Dangerous crossover	1	2.1%
77	Improve landscaping	1	2.1%
78	Free parking for handicap	1	2.1%
81	Concession stands to open early	1	2.1%
	<i>Total Comments</i>	<i>48</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.

Rowayton

The Rowayton Rail Station has two parking areas (one on each the north and the south sides of the rail tracks) for rail station patrons. The two surface lots together provide 330 spaces. The majority (302) of the spaces require a permit. Remaining spaces include 25 daily and 3 handicap-designated spaces. Both lots were more than 90% used. Parking capacity and utilization details are shown in Table 14.

Parking Area Ownership

The Rowayton Rail Station parking lots are owned by the State of Connecticut. Figure 14 displays the parking area locations and ownership.

Fee Structure

The City of Norwalk issues parking permits for use at the Rowayton Station. The annual permit fee is \$275.00 and is issued on a “first come first serve” basis. Permits are renewed annually. A Station Guard sells daily parking permits (\$4.00) and will sell more than 25 if spaces are available. Rowayton oversells its permits by 24.2%. Still, Rowayton has 31 people on their waiting list for a parking permit and the estimated wait time is 1 year.

Table 14: Rowayton Rail Station Parking Capacity and Utilization

Location	Capacity	Vehicle Count	Utilization	Ownership
North Side				
Permit	191	180	94.2%	state
Daily	25	25	100.0%	
Handicap	2	1	50.0%	
Total Lot 1	218	206	94.5%	
South Side				
Permit	111	103	92.8%	state
Daily	0	0	N/A	
Handicap	1	1	100.0%	
Total Lot 2	112	104	92.9%	
Permit	302	283	93.7%	state
Daily	25	25	100.0%	330
Handicap	3	2	N/A	
TOTAL PARKING	330	310	93.9%	

Note: Daily commuters can park in any space; guards do sell more than 25 daily vouchers if space is available.

Figure 14: Rowayton 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
ROWAYTON 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: Rowayton
LINE: New Haven Line
INSPECTION DATE: 8/02/02
INSPECTION AGENCY / FIRM: UA
INSPECTORS: RGW
WEATHER: Sunny, 80's

CONN. DEPT OF TRANSPORTATION
STATION INSPECTION REPORT
SHEET 4 OF 54

PARKING ELEMENTS

QUADRANT # I

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

CONDITION OF PAVED SURFACE: 2

CONDITION OF STRIPING: 3

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

SIGNAGE: 3

FENCE AND GUARDRAIL: 5

LANDSCAPE: 3

SIDEWALK: 2

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: 3
(FOR LOCATION SEE SHEET: see sketch)

SIGNAGE: 3

FENCE AND GUARDRAIL: 2

LANDSCAPE: 3

SIDEWALK: 3

CURB : 2

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

CONN. DEPT OF TRANSPORTATION
STATION INSPECTION REPORT
SHEET 5 OF 54

PARKING ELEMENTS

QUADRANT # III

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: 5

CURB: 3

QUADRANT # IV

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

CONDITION OF PAVED SURFACE: 2

CONDITION OF STRIPING: 3

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

SIGNAGE: 3

FENCE AND GUARDRAIL: 3

LANDSCAPE: 3

SIDEWALK: 3

CURB : 3

STATION: Rowayton
 LINE: New Haven
 INSPECTION DATE : January 9, 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 7 OF 54

EASTBOUND AND WESTBOUND PLATFORMS --- SERVICE

Voltage Rating (V)	120/240	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)	unknown	Origin of Service		Pole	n/a	Transformer	n/a
		Code Compliant		Yes	n/a	No	n/a
Quantity of Phases	1	Pole Number & Street	SNET 7508 Rowayton St	Wire Sizes	unknown		

Remarks: Electrical service to the westbound platform originates from the station building. The eastbound platform electrical service terminates in an electrical enclosure mounted on the platform. We were unable to gain access to the enclosure to verify the condition of the main panelboard.

EASTBOUND AND WESTBOUND PLATFORMS --- ELECTRICAL SYSTEMS

Electrical Device	Manufacturer	Model Number	Rating	Location	Estimated Age/Life(y/y)	Visual Condition
Main Distribution Panel	unknown	unknown	unknown	platform	unknown	unknown
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	platform	17/ 20	minor deterioration
Grounding	unknown	unknown	unknown	unknown	unknown	unknown
Lighting Controls	unknown	unknown	unknown	unknown	unknown	unknown
Public Telephone	unknown	n/a	n/a	parking lot	n/a	operational
Station Telephone	n/a	n/a	n/a	n/a	n/a	n/a

Remarks: _____

STATION: Rowayton

CONN. DEPT OF TRANSPORTATION
STATION INSPECTION REPORT
SHEET 8 OF 54

INSPECTORS: Jim Connell & Dave Lang

DATE: January 9, 2002

STATION PLATFORM --- ELECTRICAL AND LIGHTING SUMMARY

The westbound platform is serviced from the station building and the eastbound platform is serviced independently. To reduce the risk of electric shock, the platform non-GFCI receptacles should be replaced with GFCI type.

The westbound and the eastbound platforms exceed the minimum maintained light level recommendation of IESNA with 5.9 and 6.6 foot-candles, respectively. A few of the light poles on the platforms are missing their handhole covers and they should be replaced. Additionally, corrosion exists on the conduit fittings feeding the light poles and may need to be replaced in the near future. The heavy use of salt on the platforms during the winter months may be the cause of the corrosion.

STATION: Rowayton
 LINE: New Haven
 INSPECTION DATE : January 9, 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 54

STATION BUILDING --- LIGHTING

Fixture Type	Manufacturer	Model Number	Rating	Support Condition	Estimated Age/Life(y/y)	Visual Condition
2ft x 4ft fluorescent	unknown	unknown	3	3	17/ 20	minor deterioration
4 ft industrial fluorescent	unknown	unknown	3	3	17/ 20	minor deterioration
Exit	n/a	n/a	n/a	n/a	n/a	n/a
Emergency Egress	n/a	n/a	n/a	n/a	n/a	n/a

Remarks: A typical section of the waiting room was measured and found to average 13.2 fc.
The exit signs are not illuminated and there is no emergency egress lighting.

STATION BUILDING --- LIGHTING LEVELS (fc)

ROOM DESC: A B C D

1				
2				
3				
4				

avg
13.2

ROOM DESC: A B C D

1				
2				
3				
4				

ROOM DESC: A B C D

1				
2				
3				
4				

ROOM DESC: A B C D

1				
2				
3				
4				

STATION: Rowayton
 LINE: New Haven
 INSPECTION DATE : January 9, 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
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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)	225	Origin of Service		Pole	X	Transformer	n/a
		Code Compliant		Yes	X	No	n/a
Quantity of Phases	1	Pole Number & Street	SNET 8475 Belmont PI	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	QBL-34235	3	electrical closet	17/ 20	minor deterioration
Main Disconnect Switch	Square D	unknown	3	electrical closet	17/ 20	minor deterioration
Transformer	n/a	n/a	n/a	n/a	n/a	n/a
Receptacles	unknown	unknown	3	throughout	17/ 20	minor deterioration
Grounding	unknown	unknown	unknown	unknown	unknown	unknown
Lighting Controls	unknown	unknown	3	throughout	17/ 20	minor deterioration
Public Telephone	n/a	n/a	n/a	n/a	n/a	n/a
Station Telephone	unknown	n/a	n/a	unknown	n/a	unknown
Coffee Shop Panel	Federal Electric	108	2	waiting room	35/ 20	serious deterioration
Coffee Shop Panel	Trumbull Electric	29A4	2	waiting room	35/ 20	serious deterioration

Remarks: The electrical panels in the coffee shop are out dated and should be replaced.

STATION: Rowayton
 LINE: New Haven
 INSPECTION DATE : January 9, 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 11 OF 54

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	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Heat Detector	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Smoke Detector	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Pull Station	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Annunciator	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Audio/Visual Device	n/a	n/a	n/a	n/a	n/a	n/a	n/a

Remarks: There is no fire detection system in this building.

STATION BUILDING --- SKETCHES

STATION: Rowayton

CONN. DEPT OF TRANSPORTATION
STATION INSPECTION REPORT
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INSPECTORS: Jim Connell & Dave Lang

DATE: January 9, 2002

STATION BUILDING --- ELECTRICAL AND LIGHTING SUMMARY

The main electrical panelboard is in good working condition but the remaining two sub-panelboards should be replaced. Both the manufacturers have been out of business for many years and it is questionable if they are operating as designed.

The building waiting room lighting maintains an average of 13.2 foot-candles. Exit and emergency egress lighting does not exist in the building. We suggest that this lighting be installed for the building to become compliant with NFPA 101.

There is no fire detection system in the building; therefore, the system cannot meet the ADA requirements to have visual signal devices in all common spaces

STATION: Rowayton
LINE: New Haven
INSPECTION DATE : January 9, 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 54

BUILDING -- HVAC - Fire Protection

BOILER: Weil McLain, hot water oil burner, Model WT00-4, capacity 151,000 Btu/hr
Net Rating 131,000 Btu/hr, includes a coil for producing domestic hot water
At this time the boiler is working but it is deficient because rust and deterioration
is shown. Pipes are rusted and not insulated. The combustion air openings are not
in accordance with the Code (BOCA International Mechanical Code).

FUEL TYPE: No. 2 oil from an oil tank of 250 gallon capacity

HEATING UNIT / FURNACE: N/A

FUEL TYPE: N/A

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: Old manual Honeywell

NIGHT SET BACK: None

PUMPS: Hot water circulating pump Taco 007BF4-JW 1/25 HP - Good Repair

PIPING: Pipes to boiler are rusted, pipes to radiators are in good condition

1 radiator in each of the two restrooms - Good Repair

No Fire Protection, no sprinklers

Portable fire extinguisher 10 lb capacity. - Good Repair

Old fashion steel hot water radiator in office and two larger ones in the cafeteria/waiting area. - Good Repair

STATION: Rowayton
 LINE: New Haven
 INSPECTION DATE : January 9, 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 14 OF 54

EASTBOUND AND WESTBOUND PLATFORMS - PLUMBING

SPAN NO.	GUTTER	DOWNSPOUT/ PIPING	CLEAN-OUTS	SPAN NO.	GUTTER	DOWNSPOUT/ PIPING	CLEAN-OUTS
Eastbound platform	<u>Shelter</u>						
	Gutters in good condition, system with no downspouts						
Westbound platform	<u>Canopy</u>						
	There is a platform storm canopy that is equipped with two PVC pipe downspouts, in good condition and two sheet metal downspouts also in good condition. One downspout support is broken.						

PLATFORM - FIXTURES--N/A

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

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

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

STATION: Rowayton
LINE: New Haven
INSPECTION DATE : January 9, 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 15 OF 54

BUILDING - PLUMBING

RESTROOM

PIPING: No Leaks
WATER PRESSURE: Normal
DRAINS: OK
FAUCET/FIXTURES:
* MODEL: Unknown
* YEAR: Unknown
* MANUFACTURER: Unknown
* CONDITION: Good

Men's and Women's Rooms
Both have same fixtures

1 Toilet - Good Repair
1 Lavatory - Good Repair

Fixtures are not handicapped type,
not water conservation type
Area is not handicapped accessible

Water & drain pipes are not insulated
No floor drain

Fixtures are in good working condition
but they are not conforming with ADA standards

KITCHEN

PIPING: _____
WATER PRESSURE: _____
DRAINS: _____
FAUCET/FIXTURES: _____ As Described
* MODEL: _____
* YEAR: _____
* MANUFACTURER: _____
* CONDITION: _____

Common area cafeteria and waiting area

1 utility stainless steel sink
Good condition, no leaks.

EXTERIOR

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

3 downspouts at the building are 4" PVC pipes, good condition. One downspout is sheet metal, in good condition.

STATION: Rowayton

CONN. DEPT OF TRANSPORTATION
STATION INSPECTION REPORT
SHEET 16 OF 54

INSPECTORS: J. Duncan, T. Abrahamson

DATE: January 9, 2002

STATION – MECHANICAL SUMMARY

HVAC

The station is equipped with an old hot water producing boiler in deficient condition. The boiler uses an oil burner. It is working at this time but it looks more than 25 years old (see picture 51). The life expectancy for such a boiler is 20-25 years. Due to this situation the boiler must be scheduled for replacement. The system does not have an expansion tank or a floor drain which is required by current code. The hot water heating pipes also need replacement. When new piping is installed it shall be insulated. The pipes observed are rusted and have no insulation. A required outside opening for combustion air could not be seen. When a new boiler is installed two such protected (louver & screen) openings must be provided.

The present old fashion thermostat must also be replaced with a night set back programmable one.

There are no sprinklers installed at the station, but there are operable portable fire extinguishers for periods of occupancy.

Plumbing

The men's and women's room both have the same type of fixtures including one lavatory and one toilet. Fixtures are not handicapped type; however, the area is handicapped accessible. The toilet fixtures are not water conservation type, but the fixtures are in good condition. When remodeling is executed, the fixtures should be changed to handicapped type to conform to ADA regulations. The lavatory pipes should also be insulated to conform to ADA regulations. There is no floor drain in the restrooms. For public applications it should be installed.

In the Common area/waiting area, there is one utility stainless steel sink in good condition with no leaks.

STATION: Rowayton

CONN. DEPT OF TRANSPORTATION
STATION INSPECTION REPORT
SHEET 17 OF 54

INSPECTORS: J. Duncan, T. Abrahamson DATE: January 9, 2002

STATION – MECHANICAL SUMMARY

Building/Platform Storm Drainage

The shelter on the platform opposite the station house has gutters in good condition but is missing downspouts.

There is a platform storm canopy that is equipped with two PVC pipe downspouts, in good condition and two sheet metal downspouts also in good condition. One downspout support is broken.

The building gutters and downspouts are in good condition, the building has three downspouts that are 4" PVC pipes and one downspout is sheet metal.

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

CONN. DEPT OF TRANSPORTATION
 STATION INSPECTION REPORT
 SHEET 18 OF 54

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/cm ²)	Rating
Canopy Columns	2	No	3
Platform Warning Strip	1	Yes	3

Station Building

Surfaces Tested	# of Locations Tested	Lead Presence (>1 mg/cm ²)	Rating
Exterior Walls	2	No	3
Door Frames	1	Yes	3
Doors	3	Yes	3

Surfaces Tested	# of Locations Tested	Lead Presence (>1 mg/cm ²)	Rating
Window Unit	1	Yes	3
Canopy Underside	2	No	3
Exterior Baseboard	1	No	3

Lead-Based Paint was found on surfaces noted above. Painted surfaces observed were found to be in fair to good condition. The interior of the building was not accessible at the time of the inspection, therefore any painted surfaces that may be found shall be treated as lead containing until further testing is conducted. Any future disturbance of the lead-based painted surfaces noted above should be abated by an Environmental Protection Agency/Connecticut Abatement Contractor in accordance with the EPA's 40 CFR 745, HUD's 24 CFR

SUSPECT ASBESTOS-CONTAINING MATERIALS

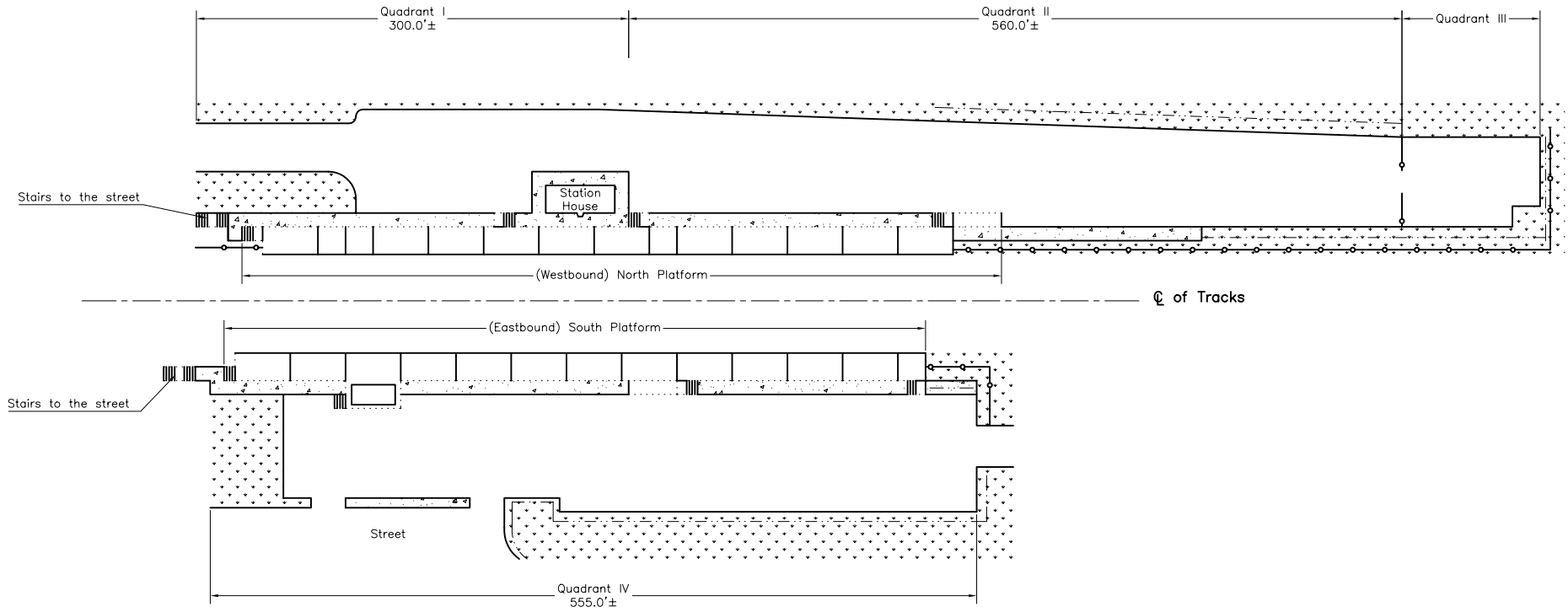
Listed below are suspect asbestos-containing materials that were observed during a visual inspection. Materials were found to be in fair to good condition. Any future disturbance of these materials should be preceded by the collection of samples and laboratory analysis of these samples. This work must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

Platform

Suspect Materials	Rating
Caulking on Platform Seams	3

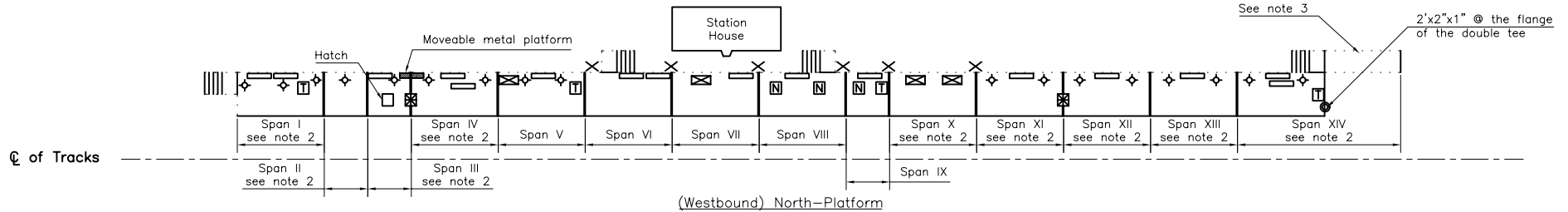
Station House

Suspect Materials	Rating
Window Glazing	3



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

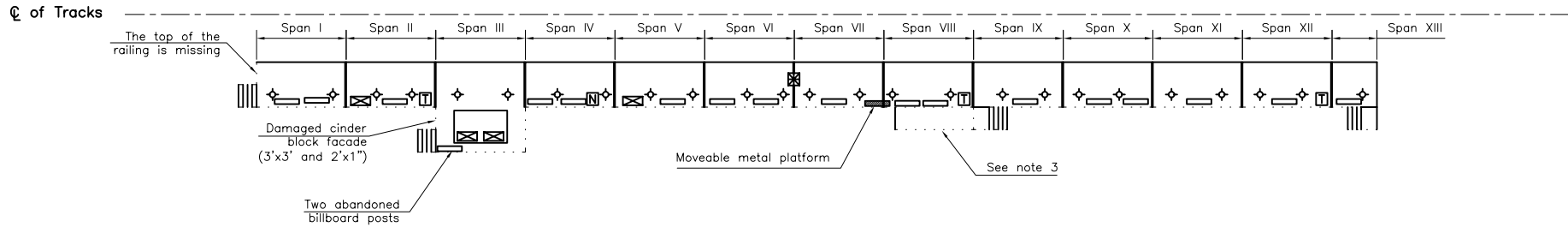
Urbitran Associates, Inc.
Connecticut Dept. of Transportation
Rowayton Station General Plan
Date: 8/02/02



(Westbound) North-Platform

NOTES (North-platform):

1. The base plates for the double tee are rusted and deteriorated.
2. The railing base plates are rusted.
3. In 11 locations there is spalled concrete adjacent to the rusted railing base plates.
4. The canopy framing materials are rusted in Spans VI-XI.



(Eastbound) South-Platform

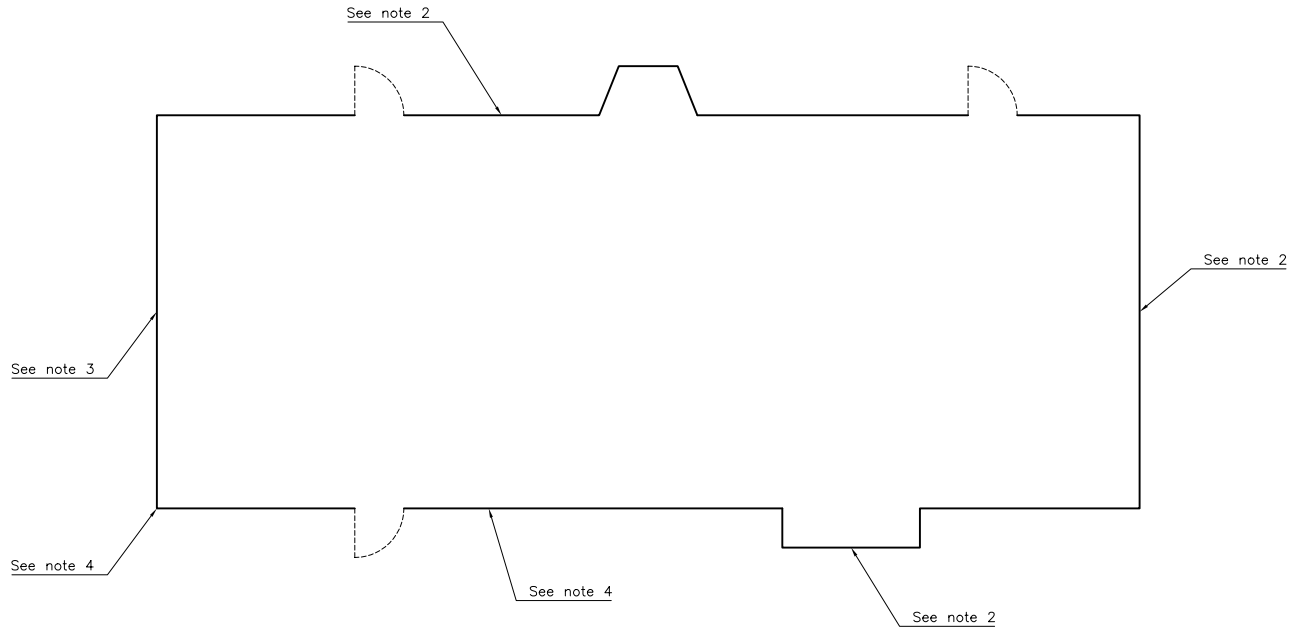
NOTES (South-Platform):

1. The warning strip is faded throughout this platform.
2. The base plates for the double tees are rusted and deteriorated.
3. In 12 locations there is spalled or cracked concrete adjacent to the rusted railing base plates.
4. In every span the railing base plates are rusted.

Legend:

- Pedestrian Rail
- Spalled Concrete
- ◆ Light
- × Canopy Column
- ▭ Sign
- ⊠ Bench
- ⊞ Trash Receptacle
- ⊞ Newspaper Dispenser
- Joint
- ⊞ Train Power Line Pole

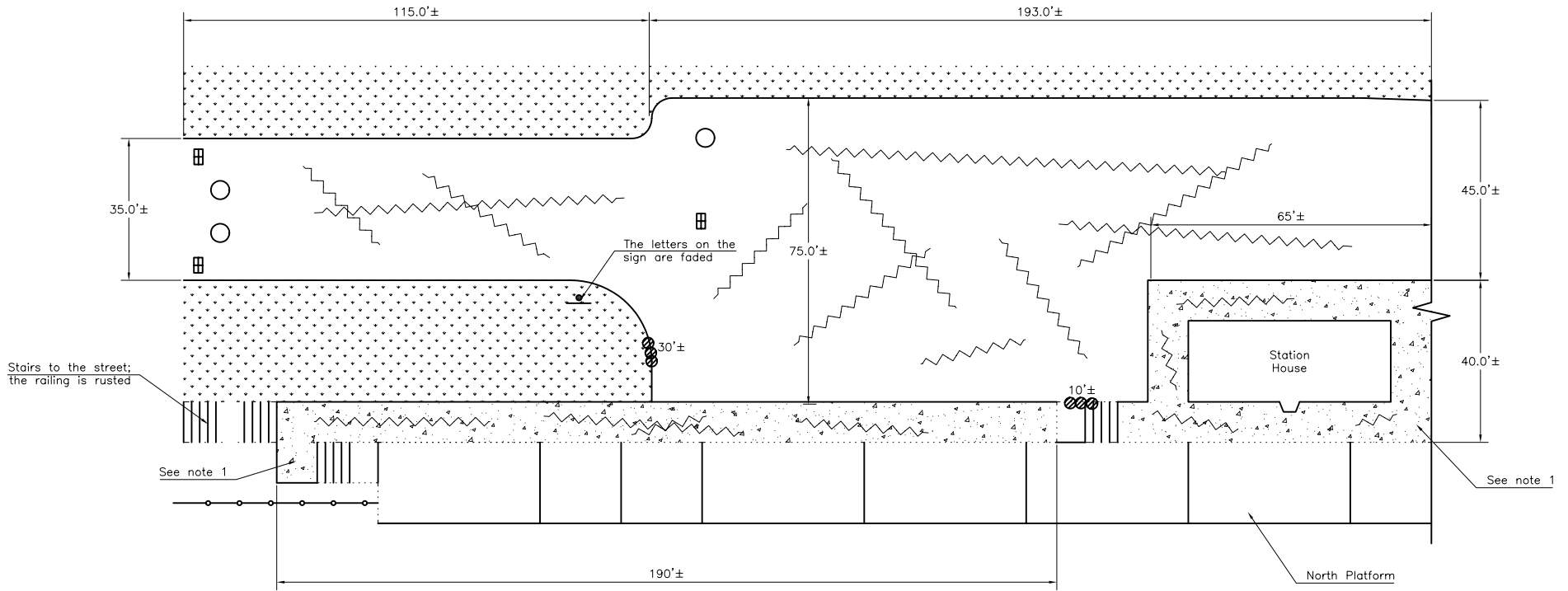
Urbitran Associates, Inc.
Connecticut Dept. of Transportation
Rowayton Station Platform Plans
Date: 8/02/02



NOTES:

1. The roof shingles are starting to uplift.
2. There are isolated areas where the exterior elevation is cracked.
3. There is an isolated area where the gutter is dislocated from the roof.
4. There are isolated areas where the paint is chipped.
5. At the time of inspection we could not get access to the interior of the station house.

Urbitran Associates, Inc.
Connecticut Dept. of Transportation
Rowayton Station Station House Plan
Date: 12/07/01



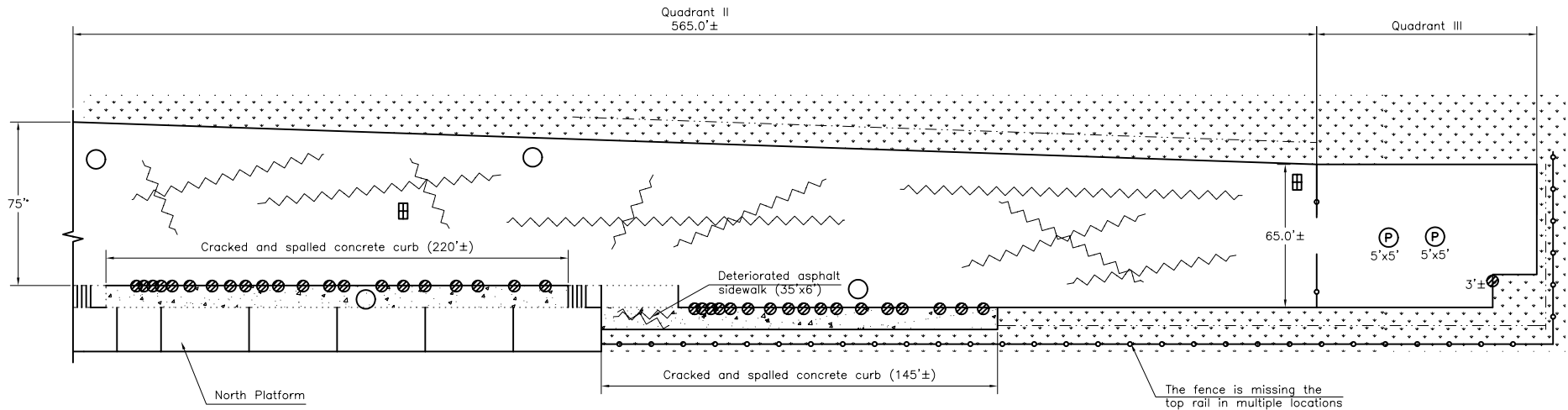
NOTES:

1. The curb is spalled and the sidewalk is cracked with vegetation growth and uneven.
2. The asphalt surface contains numerous cracks with vegetation growth.

Legend:

- Fence
- Pedestrian Rail
- Crack
- Grass
- Sidewalk
- Sanitary Manhole
- Drain
- Cracked, Spalled, or Missing Curb
- Sign

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



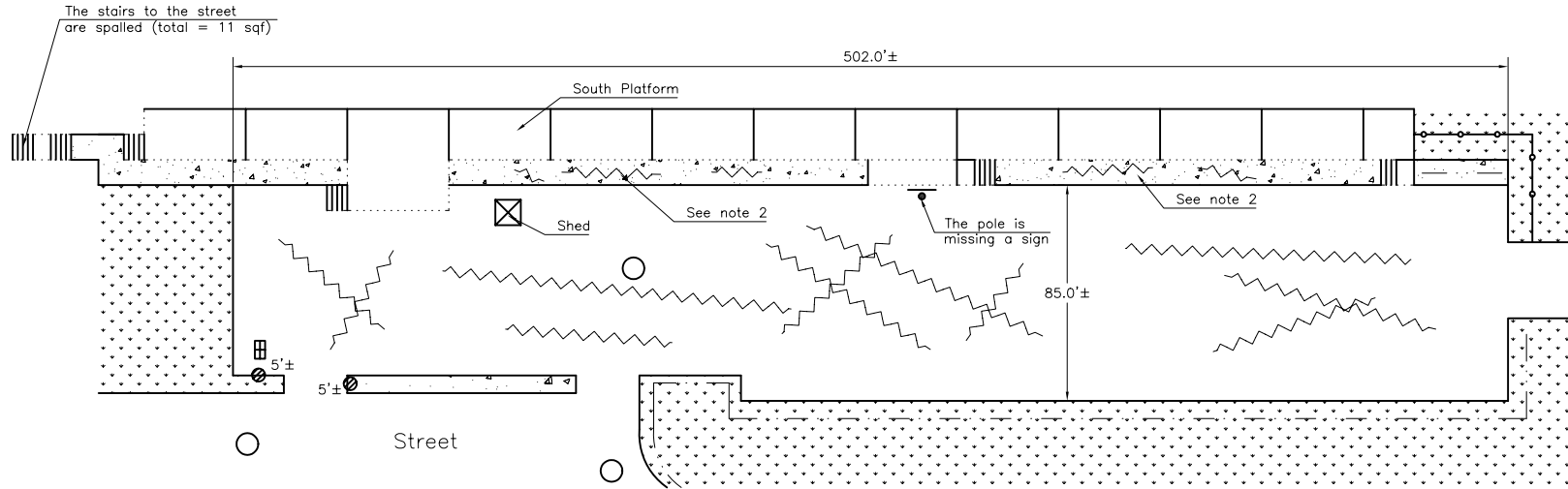
NOTES:

1. The asphalt surface in Quadrant II contains numerous cracks with vegetation growth.

Legend:

- Fence
- Guardrail
- Pedestrian Rail
- Crack
- Grass
- Sidewalk
- Sanitary Manhole
- Drain
- Cracked, Spalled, or Missing Curb
- Pit

Urbitran Associates, Inc.
Connecticut Dept. of Transportation
Rowayton Station Quadrant II and III Plan
Date: 8/02/02



NOTES:

1. The asphalt surface contains numerous cracks with vegetation growth.
2. There are random cracks in the asphalt sidewalk (60'±).

Legend:

- Fence
- Guardrail
- Pedestrian Rail
- Crack
- Grass
- Sidewalk
- Sanitary Manhole
- Drain
- Cracked, Spalled, or Missing Curb
- Sign

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

STATION: RowaytonCONN. DEPT OF TRANSPORTATION
STATION INSPECTION REPORT
SHEET 25 OF 54INSPECTORS: RGW, WVDATE: 8/02/02

RATINGS		PHOTO NO.	REMARKS:
NEW	PREV		
2		13	Span I (S-platform) 1 - The top of the railing is missing
2		14	Span I-IV,X-XIV (N-platform) 2 - The railing base plates are Span I-XIII (S-platform) rusted and deteriorated
2		15	Span XIV (N-platform) 2 - There is spalled concrete adjacent Span VIII (S-platform) to the rusted railing base plate
2		16	Span III (S-platform) 7 - There are two abandoned billboard posts
3		17-18	Span VI-XI (N-platform) 11,13 - The canopy members are rusted
3		19	Span XIV (N-platform) 15 - The double tee flange is spalled in an isolated area
2		20	All Spans NA - The base plates for the double tee are rusted Both platforms and deteriorated
2		21	Span III (S-platform) NA - The cinder block façade is damaged
3		22,24	Station House 27 - The building façade is scaled in an isolated area
3		23	Station House 27 - There are random cracks on the exterior elevations
3		25	Station House 30 - The roof shingles are starting to uplift
2		26	Station House NA - The gutter is dislocated from the roof
2		27-28	Quad I,II,IV Surface - There are numerous cracks, and cracks with vegetation growth
3		29	Quad I Sign - The paint on the sign is faded
2		30	Quad I Sidewalk - The sidewalk contains cracks with vegetation growth and an uneven walking surface
2		31	Quad I,II Curb - The concrete curb is spalled in numerous locations

Rowayton Station

Description	Units	Quantity	Price / Unit	Total Cost
Replacing asphalt pavement				
-Remove asphalt	yd ³	4078.00	\$22.00	\$89,716.00
-6" asphalt top course and binder course	yd ²	11288.00	\$25.00	\$282,200.00
-7" aggregate base	yd ³	1962.00	\$20.00	\$39,240.00
Replace sidewalk				
-Remove asphalt	yd ³	43.00	\$22.00	\$946.00
-6" asphalt top course and binder course	yd ²	260.00	\$25.00	\$6,500.00
Repair ponding/potholes				
-Remove asphalt	yd ³	1.00	\$22.00	\$22.00
-6" asphalt top course and binder course	yd ²	6.00	\$25.00	\$150.00
Fill in cracked asphalt	ft	120.00	\$2.00	\$240.00
Remove and install curb	ft	753.00	\$100.00	\$75,300.00
Repair spalled concrete	ft ²	23.00	\$40.00	\$920.00
Replace the fence	ft	145.00	\$48.00	\$6,960.00
Misc. (clean and paint structural steel)	LS	-	-	\$8,000.00
Misc. (signs, cinder block, and etc.)	LS	-	-	\$1,000.00
HVAC Equipment	LS	-	-	\$14,000.00
Plumbing restrooms (ADA compliance)	LS	-	-	\$10,000.00
Missing shelter downspouts	LS	-	-	\$300.00
downspout support	LS	-	-	\$160.00
Replace panelboards	EACH	2.00	\$620.00	\$1,240.00
Add exit lights	EACH	2.00	\$93.00	\$186.00
Add egress lights	EACH	2.00	\$289.00	\$578.00
Install a minimal fire alarm system to meet the requirements of ADA.*	LS	-	-	\$2,572.00
Repair/Replace platform receptacles	EACH	8.00	\$50.00	\$400.00
Replace platform lighting conduit/conduit fittings				
-fittings	EACH	26.00	\$75.00	\$1,950.00
-conduit	EACH	1000.00	\$9.20	\$9,200.00
-type XHHW conductors	EACH	4000.00	\$0.50	\$2,000.00
Mobilization / Demobilization (10%)				\$55,378.00
Sub-total				\$609,158.00
Contingency (20%)				\$121,831.60
Grand Total				\$730,989.60
Say				\$731,000.00

* THE FIRE ALARM SYSTEM IS AN ORDER-OF-MAGNITUDE COST REQUIRED TO COMPLY WITH ADA REQUIREMENTS. PERFORMANCE OF A FIRE ALARM SYSTEM DESIGN IS REQUIRED TO DEVELOP A PRECISE QUANTITY ESTIMATE.

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: **Rowayton Railroad Station**
STATION OWNER: State of Connecticut Department of Transportation (the "State")
LESSEE: Sixth Taxing District of the City of Norwalk

This Lease Agreement, No. 04.20-01(95) (the "Lease"), grants Lessee the use of two parcels of land in the City of Norwalk, on the New Haven Line, containing approximately 4.20 acres, for the purpose of a commuter rail parking area. The term of the Lease is ten (10) years, commencing March 15, 1998, to and including March 14, 2008. Lessee has the right to renew for one (1) additional successive ten (10) year term.

The Lease is made subject to the "Standard Railroad Lease Specifications & Covenants" dated October 1, 1997. However, the Lease contains several specific provisions respecting the duties of each party. Metro-North Commuter Railroad is responsible for the maintenance of the platforms and the stairs leading up to the platforms. Lessee is responsible for maintaining and restoring all fencing bordering the tracks, and the day-to-day maintenance of the station, including, but not limited to snow removal and security. The State retains sole responsibility for all major structural renovations and repairs.

LEASE SYNOPSIS

<u>STATION NAME:</u>	Rowayton Railroad Station
Lease Document(s) Reviewed	Lease Agreement dated 6/18/98 (the " <u>Lease</u> ")
Station Owner	State of Connecticut Department of Transportation (the " <u>State</u> ")
Lessee	Sixth Taxing District of the City of Norwalk
Agreement Number	4.20-01(95)
Effective Date of Lease	3/15/98
Term	10 years
Number of Renewal Periods	1 (at Lessee's option)
Renewal Period	10 years
Number of Lessee Renewals Exercised in Prior Years	0
Number of Renewals Remaining	1
Expiration Date of Lease	3/14/08
Recorded?	Volume 3550, Page 21
Number of Parcels	2
Total Acreage	4.20 acres
How Is Revenue Earned?	Use of the property (commuter rail parking area)
Are Separate Funds Accounts Required?	Yes. Lessee must establish a separate account to accrue surplus funds (the " <u>Reinvestment Fund</u> "). All revenue (including interest) generated from all sources derived from the use of the leased properties, minus mutually agreed upon operating expenses, shall be deposited annually in the Reinvestment Fund.
Allowable Direct Costs in Calculating Surplus	Improvements and maintenance of rail station parking (operating 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?	At the end of each 5 year period of the initial term and the 1 renewal period thereafter, State is entitled to withdraw fifty percent (50%) of surplus for use on other New Haven Line projects.
Are Certified Financial Statements Required?	Yes. See <u>Appendix I</u> .
Financial Statement Submission Period	Within ninety (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	In the case of construction, \$2,000,000 individual; \$6,000,000.00 aggregate
Bodily Injury Coverage	In the case of construction, \$2,000,000 individual; \$6,000,000.00 aggregate
Other Required Coverage	n/a
Voluntary Coverage	n/a
Is Lessee Self Insured?	
Is Certificate of Coverage on File?	
Named Insured	
State Held Harmless?	No
Lessee Waives Immunity	No
<u>MAINTENANCE:</u>	

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	MNCR (for platforms); State retains sole responsibility for maintaining all major structural renovations and/or repairs
Platform Gutters	MNCR
Fences	Lessee
Signs	Lessee
Platform Lights	MNCR
Drains	Lessee
Equipment	Lessee
Electric and Mechanical Systems	Lessee
Live Rail Facilities	State
Platforms	MNCR
Railings	Lessee
Stairs	MNCR (for stairs leading to platforms)
Platform Shelters	MNCR
Platform Canopy	MNCR
Tunnels	n/a
Parking Lots	Lessee

<u>PARKING:</u>	
No. of Spaces – State	The State reserves use of one (1) parking spot in the “day parking” lot at the Rowayton Railroad Station.
Parking Fees	Where there is a charge for parking, the minimum annual parking fee per vehicle is \$100.00. The State reserves the right to review and approve any and all parking fees which exceed this minimum fee. Lessee has the right to establish and publish a periodic Parking-Fee Schedule.
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?	Not without receipt of prior written approval of the State and the appropriate Federal Regulatory Agency, if required.
Can Lease be Sold or Assigned?	Not without receipt of 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	The Lease is made subject to the "Standard Railroad Lease Specifications & Covenants" dated 10/01/97.

Station Operations Review

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



Prepared to
Connecticut Department of Transportation

Submitted by
Chance Management

Under Contract to
Urbitran Associates, Inc.

NORWALK

East Norwalk, South Norwalk, Merritt 7, and Rowayton Stations

The four stations situated within the City of Norwalk have different leases, lessees, operating and maintenance clauses, and overall governance strategies. Therefore, the stations should be seen as separate entities and not part of one overall governance approach.

The City of Norwalk is only involved with the operations and maintenance of the East Norwalk and the South Norwalk Stations. East Norwalk Station provides surface lot parking while South Norwalk Station provides its commuters a parking garage. The East Norwalk parking situation has a significantly higher portion of City involvement because it is a surface lot. Security, maintenance, and operations are completed through various City departments. However, the South Norwalk Garage has its operations, maintenance and security contracted to private firms.

The Merritt 7 Station seems not to have an operator, according to interviews. Although ADP, the developer of the area surrounding this station, and its subsidiary, Merritt Seven, Inc., own the area and provide some services, it was questionable what role the City plays in the operations or maintenance of the lot. Neither the developer nor the City offered consistent answers to questions of which entity is responsible for which operations.

The Rowayton Station lot is operated and maintained by the 6th Taxing District. The District is a State chartered municipal corporation that has the ability to tax its residents for services that the City of Norwalk was not historically willing to supply. The District's affairs are governed by a three-member commission that meets monthly.

Agreements

EAST NORWALK

The State has a lease with the City of Norwalk and the Norwalk Factory Outlet Limited Partnership for the East Norwalk Station and parking lot parcel. At the point of this documentation, the lease had expired and had not been renewed. Under the provisions of this lease, Metro-North is responsible for the platform maintenance and the City and Factory Outlet are responsible for the maintenance of the lot.

In addition to the lease with the City of Norwalk and the Norwalk Factory Outlet, the State has a license agreement with the St. Thomas Church, located near the East Norwalk Station. The license allows the State to use the St. Thomas Church parking lot for Commuter Railroad Parking, and has a month-to-month renewal option. Under the terms of the lease, the State pays the Church \$20,000 a year for the agreement to park at this lot. In return, the Church maintains the lot.

Landscaping at the station parking lot is performed by a Civic Association that works with the Department of Public Works.

SOUTH NORWALK

The City of Norwalk has a detailed lease with a private parking operator referred to as the “ALLRIGHT Parking Management, Edison Parking Management, and Central Parking Corporation” throughout the lease. This complicated terminology is the result of the acquisition of the other companies by Central Parking Corporation. This private operator is responsible for virtually all responsibilities of operations and maintenance of the parking facility.

The City of Norwalk has a lease with UNNICO Security Services, Inc. to provide security at parking lots and garages throughout the City.

MERRITT SEVEN

The State leased a parcel of land to Merritt 7 Station, Inc. so that this private entity could build a platform and adjacent parking to serve the employees of the private office development in the surrounding area. The lease requires that parking be free, and this provision is followed.

There is no formal agreement with the City of Norwalk regarding the maintenance of the lots; however, the Department of Public Works performs these duties and not the private entity that owns the land.

ROWAYTON

The State leases two parcels of land that make up the Rowayton commuter rail parking area to the 6th Taxing District. The 6th Taxing District is responsible for the operations and maintenance of the station including, but not limited to, snow removal and security.

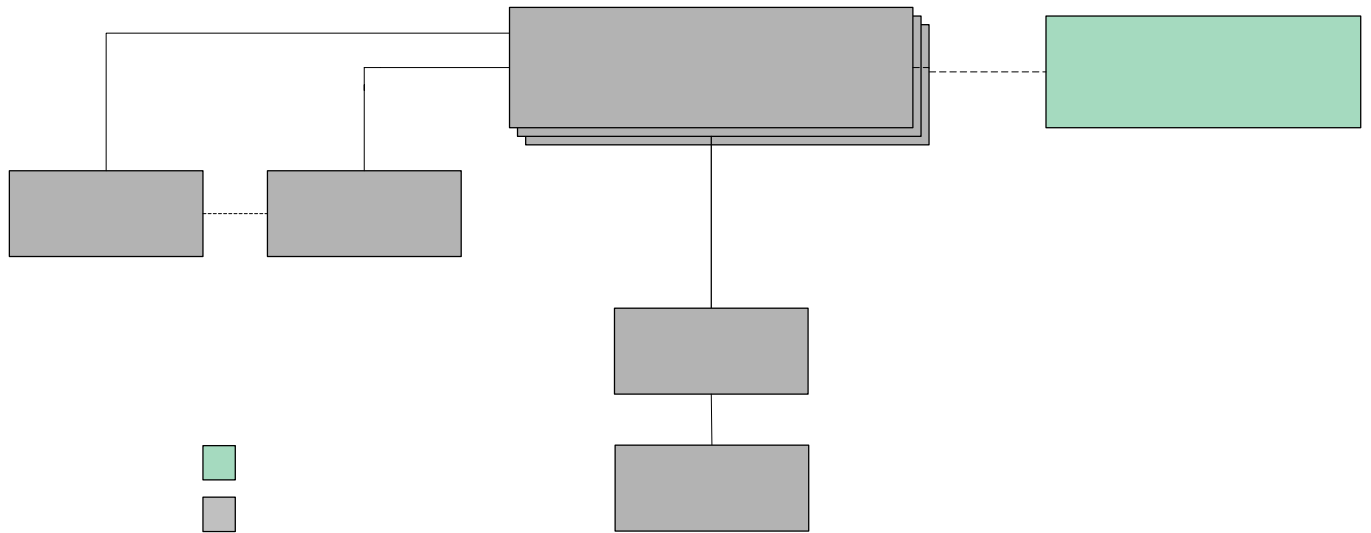
Bob's R and R, a company that leases the space from the State, provides vending and routine maintenance to the station. This agreement is with the State and not with the 6th Taxing District.

Organizational Structure

There were no organization charts available for the operations of any of the Norwalk stations and corresponding parking facilities. The organization charts below were created from information gathered from City employees, ADP, and the 6th Taxing District.

Rowayton

There are eight guards that report to the property manager. These guards collect parking revenue, enforce parking permits, and insure the safety of the commuters in the 375 space lot. The property manager coordinates routine and preventative maintenance and reports to the 6th Taxing District Board. There is also an accountant for the 6th Taxing District that performs all accounting regarding the station's lots. Wilson Hatchl, the 6th Taxing District Treasurer and board member, is responsible for the budget, revenue, and expenditures.



ROWAYTON

Although the station is operated by the State and maintained by Bob's R and R, it is the 6th Taxing District that is the primary entity operating and maintaining the Rowayton parking lot. The City of Norwalk's Department of Public Works also provides preventative maintenance for the lot. As illustrated in the organization chart, there are eight 6th Taxing District guards that collect parking revenue, enforce parking permits, and insure the safety of the lot and commuters. All annual permits are issued through the 6th Taxing District on a set date in June on a first-come, first-served basis.

Procedure	Responsible Party
Opening and Closing of Station	Bob's R and R, 6 th Taxing District
Housekeeping Inside Station	Bob's R and R
Housekeeping Outside Station	Bob's R and R
Daily Maintenance	Sixth Taxing District for lot, State for platform, City of Norwalk, Department of Public Works for lot
Preventative Maintenance	Sixth Taxing District for lot, State for platform, City of Norwalk, Department of Public Works for lot
Landscaping	Sixth Taxing District
Security	Sixth Taxing District
Customer Service	Sixth Taxing District
Tenant Performance	N/A
Parking Enforcement	Sixth Taxing District
Parking Fees and Permits	Sixth Taxing District
Parking Operation Maintenance	N/A

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.

ROWAYTON FINANCES

ACCOUNTING ENTITY / BASIS

The Sixth Taxing District of the City of Norwalk (The District) is a separate local government entity and the lessee from the State of the Rowayton station and rail parking. The District accounts for the railroad lease within a special revenue fund and reports its operations to the State as part of its general-purpose financial statements. Revenues and expenses are accounted for on the modified accrual basis.

FINANCIAL REPORTING TO STATE

The District submits its general-purpose financial statement to the State that includes the special revenue fund for the railroad parking operations under the lease. This financial information is presented in summary format. 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, is not required by the lease and not included with the financial information.

REVENUES

The primary source of revenues is from permit parking. Limited daily parking spaces are also available and the fee is collected by a lot attendant. The District also records interest income earned on surplus cash investments.

EXPENSES

Generally Classified Expenses - Expenses are not reported in detail to the State. The report classifies two major categories of expenses, Service (\$90-105,000 per year) and Administration (\$16-32,000 per year).

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

The District realized an annual profit during the five-year period and had an accumulated surplus at June 30, 2000 of \$111, 460. The fund is to be used for the improvements and maintenance of the rail station parking operations. The State can withdraw 50% of the fund balance at various specified times. Rowayton has paid the State its 50% share from time to time which reduced the accumulated surplus.

This profit excludes covering the Metro-North expenses. As previously mentioned Metro-North expenses are outside the lease agreement and not considered by the District (or the State) as expenses that need to be covered by its parking fees.

SPECIAL REQUIREMENTS – SURPLUS/RESERVE/DEFICIT

While the District has not experienced a recent operating 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.

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 shown herein is for the State leased property parking spaces which agree with the spaces in the inventory report. All spaces used for railroad parking by Rowayton are governed by the State lease agreement.

ROWAYTON 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	\$ 124,990	\$ -	\$ 124,990	98.6%	\$ 123,896	\$ -	\$ 123,896	97.7%
RENTS	-	-	-	0.0%	-	-	-	0.0%
INVESTED FUNDS	1,718	-	1,718	1.4%	2,916	-	2,916	2.3%
OTHER	48	-	48	0.0%	41	-	41	0.0%
	<u>\$ 126,756</u>	<u>\$ -</u>	<u>\$ 126,756</u>	<u>100.0%</u>	<u>\$ 126,853</u>	<u>\$ -</u>	<u>\$ 126,853</u>	<u>100.0%</u>
<u>STATION, PLATFORMS AND PARKING EXPENSES</u>								
REPAIRS AND MAINTENANCE	\$ -	\$ 20,985	\$ 20,985	13.7%	\$ -	\$ 25,058	\$ 25,058	16.5%
UTILITIES	-	10,355	10,355	6.8%	-	12,554	12,554	8.2%
RENT	-	-	-	0.0%	-	-	-	0.0%
SECURITY	-	-	-	0.0%	-	-	-	0.0%
INSURANCE AND CLAIMS	-	-	-	0.0%	-	-	-	0.0%
GENERALLY CLASSIFIED EXPENSES (INCLUDING UNSPECIFIED - DIRECT, -INDIRECT, - ADMINISTRATIVE, -AND GENERAL ALLOCATIONS)	116,331	5,371	121,702	79.5%	110,554	4,019	114,573	75.3%
CONNECTICUT SALES TAX	-	-	-	0.0%	-	-	-	0.0%
	<u>\$ 116,331</u>	<u>\$ 36,711</u>	<u>\$ 153,042</u>	<u>100.0%</u>	<u>\$ 110,554</u>	<u>\$ 41,631</u>	<u>\$ 152,185</u>	<u>100.0%</u>
<u>NET PROFIT (LOSS)</u>	<u>\$ 10,425</u>	<u>\$ (36,711)</u>	<u>\$ (26,286)</u>		<u>\$ 16,299</u>	<u>\$ (41,631)</u>	<u>\$ (25,332)</u>	
<u>LOCAL GOVERNMENT'S RAILROAD FUND</u>								
ACCUMULATED SURPLUS (DEFICIT)	\$ 106,798				\$ 48,903			
LESS - LOCAL GOVERNMENT'S SHARE								
<u>NET AVAILABLE RAILROAD FUND SURPLUS (DEFICIT)</u>	<u>\$ 106,798</u>				<u>\$ 48,903</u>			
<u>STATE'S AVAILABLE SHARE @ 50%</u>	<u>\$ 53,399</u>				<u>\$ 24,452</u>			

ROWAYTON 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	\$ 132,634	\$ -	\$ 132,634	97.3%	\$ 132,667	\$ -	\$ 132,667	96.0%
RENTS	-	-	-	0.0%	-	-	-	0.0%
INVESTED FUNDS	3,665	-	3,665	2.7%	5,424	-	5,424	3.9%
OTHER	39	-	39	0.0%	32	-	32	0.0%
	<u>\$ 136,338</u>	<u>\$ -</u>	<u>\$ 136,338</u>	<u>100.0%</u>	<u>\$ 138,123</u>	<u>\$ -</u>	<u>\$ 138,123</u>	<u>100.0%</u>
 <u>STATION, PLATFORMS AND PARKING EXPENSES</u>								
REPAIRS AND MAINTENANCE	\$ -	\$ 10,369	\$ 10,369	7.7%	\$ -	\$ 14,106	\$ 14,106	9.0%
UTILITIES	-	11,571	11,571	8.6%	-	11,274	11,274	7.2%
RENT	-	-	-	0.0%	-	-	-	0.0%
SECURITY	-	-	-	0.0%	-	-	-	0.0%
INSURANCE AND CLAIMS	-	-	-	0.0%	-	-	-	0.0%
GENERALLY CLASSIFIED EXPENSES (INCLUDING UNSPECIFIED - DIRECT, -INDIRECT, - ADMINISTRATIVE, -AND GENERAL ALLOCATIONS)	109,711	2,716	112,427	83.7%	123,494	8,531	132,025	83.9%
CONNECTICUT SALES TAX	-	-	-	0.0%	-	-	-	0.0%
	<u>\$ 109,711</u>	<u>\$ 24,656</u>	<u>\$ 134,367</u>	<u>100.0%</u>	<u>\$ 123,494</u>	<u>\$ 33,911</u>	<u>\$ 157,405</u>	<u>100.0%</u>
 <u>NET PROFIT (LOSS)</u>	<u>\$ 26,627</u>	<u>\$ (24,656)</u>	<u>\$ 1,971</u>		<u>\$ 14,629</u>	<u>\$ (33,911)</u>	<u>\$ (19,282)</u>	
 <u>LOCAL GOVERNMENT'S RAILROAD FUND</u>								
ACCUMULATED SURPLUS (DEFICIT)	\$ 75,530				\$ 90,159			
LESS - LOCAL GOVERNMENT'S SHARE								
<u>NET AVAILABLE RAILROAD FUND SURPLUS (DEFICIT)</u>	<u>\$ 75,530</u>				<u>\$ 90,159</u>			
 <u>STATE'S AVAILABLE SHARE @ 50%</u>	<u>\$ 37,765</u>				<u>\$ 45,080</u>			

ROWAYTON RAILROAD STATION AND PARKING OPERATIONS

	YEAR 2000			
	OPERATING AGREEMENTS			%
	LOCAL GOVT	METRO-NORTH	TOTAL	
REVENUES				
PARKING	\$ 140,628	\$ -	\$ 140,628	95.5%
RENTS	-	-	-	0.0%
INVESTED FUNDS	6,181	-	6,181	4.2%
OTHER	378	-	378	0.3%
	\$ 147,187	\$ -	\$ 147,187	100.0%

STATION, PLATFORMS AND PARKING EXPENSES				
REPAIRS AND MAINTENANCE	\$ -	\$ 75,616	\$ 75,616	32.4%
UTILITIES	-	9,744	9,744	4.2%
RENT	-	-	-	0.0%
SECURITY	-	-	-	0.0%
INSURANCE AND CLAIMS	-	795	795	0.3%
GENERALLY CLASSIFIED EXPENSES (INCLUDING UNSPECIFIED - DIRECT, -INDIRECT, - ADMINISTRATIVE, -AND GENERAL ALLOCATIONS)	125,886	21,596	147,482	63.1%
CONNECTICUT SALES TAX	-	-	-	0.0%
	\$ 125,886	\$ 107,752	\$ 233,638	100.0%

NET PROFIT (LOSS) \$ 21,301 \$ (107,752) \$ (86,451)

LOCAL GOVERNMENT'S RAILROAD FUND	
ACCUMULATED SURPLUS (DEFICIT)	\$ 111,460
LESS - LOCAL GOVERNMENT'S SHARE	
NET AVAILABLE RAILROAD FUND SURPLUS (DEFICIT)	\$ 111,460
STATE'S AVAILABLE SHARE @ 50%	\$ 55,730

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