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June 23, 2023

Grayson A. Wright
Transportation Planner 2
Council of Governments (COG) Coordination Unit
Bureau of Policy & Planning
Connecticut Department of Transportation
2800 Berlin Turnpike
Newington, CT 06131-7546

RE: Delegation of Authority Clarification

Dear Mr. Wright:

On June 23, 2023 as part of a Special Meeting of the Northeastern Connecticut Council of Governments (NECCOG), **Resolution 5-1-21 - Delegation of Authority For the Executive Director to Enter into Agreements with the Connecticut Department of Transportation and other State/Federal Agencies** was adopted. A copy of that resolution was previously sent to you. This resolution was put before the Council in accordance with and for the purpose of adhering to directives from the Department of Transportation to take such action as part of the UPWP adoption process.

The intent of this resolution, consistent with what NECCOG has done previously, is to:

- Affirm that the The Executive Director is authorized to approve NECCOG staffs' timesheets, mileage sheets, meeting expenses, and all other documentation relating to reimbursement by the Connecticut Department of Transportation and that in the absence of the Executive Director the Chairperson or other officer of NECCOG may perform this responsibility.
- Affirm that the Director of Finance, under the supervision of the Executive Director, is authorized to approve administrative staffs' timesheets, mileage sheets, meeting expenses, Invoice Summary and Processing (ISP) form and the Invoice Summary Sheet and all other documentation relating to reimbursement by the Connecticut Department of Transportation.

I hope this letter clarifies the actions taken by NECCOG with regard to the Delegation of Authority. Should you have any questions or need additional information, please do not hesitate to contact me.

Sincerely,

John Filchak
Executive Director