

**Town of Andover  
Potential Conflict of Interest Disclosure Statement**

Town Charter Section 1003. Conflicts of Interest:

*“Any elected or appointed officer, any member of any board, authority, committee or commission, or any employee of the Town who has financial interest, direct or indirect, or is a member, associate or employee of an organization which has a financial interest, direct or indirect, in any contract, transaction or decision of any officer or agent of the Town or any board, authority, committee or commission, shall disclose that interest to the Board of Selectmen for recording upon their official records and any such person shall be thereby disqualified from participation in the awarding, assignment or discussion of any contract, transaction, or decision. Any elected or appointed officer, any member of any board, authority or commission, or anyone in a position to hire or approve a hiring decision, shall not participate in the discussion or voting or decision to hire in any such matter for which the applicant is related, as defined in Section 105K of this Charter, as amended. Violation of these provision(s) shall be grounds for the removal of any such person pursuant to the provisions of Section 410 as amended, and any such contract, transaction or decision shall be voidable by the Board of Selectmen following a public hearing or by the decision of a court of competent jurisdiction.”*

Please attach a Disclosure Statement of any potential conflicts of interest as described in Section 1003 of the Town Charter, and complete the Conflict of Interest Affirmation of Compliance. The Disclosure Statement must include, but may not be limited to, a written description of the details of the organization, contract, or decision. Attach additional sheets as needed.

\_\_\_\_\_  
Name (Please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Town of Andover  
Conflict of Interest Affirmation of Compliance**

I have received and carefully read the Section 1003 of the Andover Town Charter. I have considered not only the literal expression of the policy, but also its intent. By signing this affirmation of compliance, I hereby affirm that I understand and agree to comply with Section 1003 of the Andover Town Charter.

I hereby state that I do not have any conflict of interest, as defined by Section 1003 of the Andover Town Charter, other than those potential conflicts identified in the attached Disclosure Statement.

If any situation should arise in the future that I think may involve me in a conflict of interest, I will promptly and fully disclose in writing the circumstances to the Board of Selectmen.

I further certify that the information set forth in the Disclosure Statement and attachments, if any, is true and correct to the best of my knowledge, information and belief.

Name (Please print) \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Annual Review and Reaffirmation**

Signature \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_