

STATE OF NEW HAMPSHIRE

Honorarium or Expense Reimbursement Report (RSA 15-B)

RECEIVED

JUL 23 2015



Type or Print all Information Clearly:

Name: Kelly J. Potter Work Phone No. 603-934-4032

Work Address: P.O. Box 68, 528 River Street, Franklin, NH 03235

Office/Appointment/Employment held: DES/WRBP-Laboratory Scientist III

List the full name, post office address, occupation, and principal place of business, if any, of the source of any reportable honorarium or expense reimbursement. When the source is a corporation or other entity, the name and work address of the person representing the corporation or entity in making the honorarium or expense reimbursement must be provided in addition to the name of the corporation or entity.

Source of Honorarium or Expense Reimbursement:

Name of source: First Middle Last

Post Office Address:

Occupation:

Principal Place of Business:

If source is a Corporation or other Entity:

Name of Corporation or Entity: NorthEast Water and Wastewater Training Associates, Inc.

Name of Corporate/Entity Representative: Gregg Kidd

Work Address of Representative: P.O. Box 566, Old Orchard Beach, ME 04064

Food and/or beverages consumed pursuant to RSA 15-B:6, II with value over \$25.00

Value of Honorarium: Date Received: If exact value is unknown, provide an estimate of the value of the gift or honorarium and identify the value as an estimate. Exact Estimate

Value of Expense Reimbursement: \$135.00 Date Received: 5/20&27/15 A copy of the agenda or an equivalent document must be attached to this filing. Exact Estimate

Briefly describe the service or event this Honorarium or Expense Reimbursement relates to:

Attending training required for position with fee waived.

"I have read RSA 15-B and hereby swear or affirm that the foregoing information is true and complete to the best of my knowledge and belief."

Signature of filer: Kelly J. Potter

Date Filed: 7/17/15

9/07

RSA 15-B:9 Penalty. Any person who knowingly fails to comply with the provisions of this chapter or knowingly files a false report shall be guilty of a misdemeanor.

Return to: Secretary of State's Office, State House Room 204, Concord, NH 03301



NEWWTA

NORTH EAST WATER AND WASTEWATER TRAINING ASSOCIATES INC.
P.O. BOX 566 - OLD ORCHARD BEACH, ME 04064 - (207) 934-4802 or (207) 482-9136

COURSE ENROLLMENT FORM
Only Classes Offered by NEWWTA

Spring 2015 NHDES Wastewater Operator Training
**** Register directly thru NEWWTA via Phone, Mail or E-mail**

Date	Course Name	Registrant First and Last Name(s)
April 15	Job Hazard Assessment and Selecting PPE Course # DWT-2013-54	
April 29	Basic Laboratory Skills Course # 7215-NH	
May 20 & 27	Activated Sludge Process Control Course # 3215-NH	Kelly Potter
June 9, 16 & 23	Collection System Math & O&M and NEWEA Voluntary Certification exam Grades 1- 4 Course # 5315-NH	

NOTE: 2015 classes require payment. See course description sheet for details on each class.

This form and the course description are available on line at
<http://des.nh.gov/organization/divisions/water/wweb/optraining.htm>

****Send enrollment form to: Northeast Water and Wastewater Training Associates, Inc.**
P.O. Box 566, Old Orchard Beach, ME 04064

Facility Name: Franklin WWTP Facility Contact: sharon McMillin
Facility Phone: 603.934.4032 Date: 2/19/15
Facility Fax: 603.934.4831 Facility E-mail: sharon.mcmillin@des.nh.gov

**** If your Town prefers, you may register on-line at www.newwta.com or by e-mailing gkidd@gwi.net or
By Calling 207-482-9136**

**A \$65.00 FEE WILL BE CHARGED FOR EACH REGISTRANT WHO FAILS TO SHOW UP FOR
CLASS WITHOUT NOTIFYING NEWWTA 24 HOURS IN ADVANCE OF CLASS DATE.**

**TO REGISTER FOR CLASSES NOT LISTED ABOVE USE THE SEPARATE REGISTRATION
FORMS FOUND ON THE WEBSITE**

OLF

MAY 7
Thursday
8:30am- 3:00pm
\$40
0.5 CEUs
FTC

NHWPCA Safety Committee presents: First Aid, CPR & Automated External Defibrillator (AED) Training Taught by: Ray Seddon- SHCNNE

The course combines classroom and hands-on training in First Aid, CPR and AED for treating adult victims. Bring the make& model of the AED device in use at your facility. Pre-register through NH DES. More info at <http://www.nsc.org/FirstAidDocuments/NSC-FirstAid-CPR-AED.pdf>
Class size is limited to 12 people. Make checks payable to NHWPCA and Mail to NH DES

MAY 13, 14 & 15
Wed thru Friday
8:00 am- 2:30 pm
FREE
1.5 CEUs
FTC

Confined Space Entry – Full Certification

Taught by Gary Bartlett NH DOT

Confined spaces can be extremely hazardous and may contain a variety of health risks: atmospheric hazards, accumulation of toxic materials, flammable or explosive atmospheres and physical hazards. This is a hands-on workshop designed for the beginner, those who write confined space programs, and those seeking an in-depth refresher. **Enrollment is limited to 15 people.** Training hours approved for Water & Wastewater programs.

MAY 19
Tuesday
9:00 am- 3:00 pm
\$40
0.5 CEUs
**DES Auditorium
Concord NH**

Fats Oil and Grease (FOG) -Programs for Success

Taught by: Ray Gordon- DES; and Regional Experts

Learn about successful FOG programs from around New England. Speakers to discuss program operation, sewer use ordinance modifications, enforcement, outreach opportunities, and funding methods. Pizza lunch will be provided. **Make checks payable to NHWPCA and Mail to DES** Use DES Course Enrollment Form. Driving directions to 29 Hazen Drive, Concord are printed on the Training Announcement

MAY 19
Tuesday
8:30am- 2:30pm
\$40
0.5 CEUs
FTC

Applied Wastewater Math Review

Taught by NH DES Staff

This class offers a review for those registered for all grades of the WW Certification exams. We will review basic math calculations including perimeters, surface areas, volumes and flow rates. Basic laboratory calculations such as BOD, TSS and VSS will be covered as well as percentage calculations. These basic math skills will then be applied to calculations of detention times, surface loading rates, sludge volumes, chlorine dosages, and percentage of BOD removal, F/M ratios, MCRT, pumping rates, required horsepower ratings and power consumption. The NHDES sanctioned wastewater formula sheet will be distributed at the beginning of the class. Bring calculator & pencils. Training hours approved for Water & WW programs

MAY 20 & 27
2 Wednesdays
8:30am- 2:30pm
\$135
1.0 CEU
FTC
Must attend both
days for credit

NEWWTA presents: Activated Sludge Process Control Course # 3215-NH

Taught by: Gregory Kidd- NEWWTA

This 2-day class focuses on the activated sludge processes including modes of operation and design parameters, microbiology, and the related applied math calculations- F/M, MCRT, WAS & RAS rates, Surface Loading Rates, Detention Time and Weir Overflow Rates. **Use NEWWTA enrollment form. Make checks payable and mail directly to NEWWTA.** Option to register on-line at www.newwta.com or via e-mail to gkidd@gwi.net

MAY 27
Wednesday
8:30am – 3:30pm
\$120
0.6 CEUs
**DES Pease Office
Portsmouth NH**

NEIWPCP presents: Introduction to Management

Taught by: Jon Jewett, Compliance Assistance Corp.

Learn the skills needed by operators to become successful WWTP Managers
Use the NEIWPCP registration form. Make checks payable and mail to NEIWPCP by May 18, 2015. Sign in begins at 8:00 am. Driving Directions available upon request.

JUNE 3
Wednesday
8:00 am- 2:30 pm
FREE
0.5 CEUs
FTC

1 Day Confined Space Entry Refresher

Taught by Gary Bartlett NH DOT

You must complete the 3-day course prior to taking the 1-day Refresher class.
Confined spaces can be extremely hazardous and may contain a variety of health risks: atmospheric hazards, accumulation of toxic materials, flammable or explosive atmospheres and physical hazards. This is a hands-on workshop designed for those seeking an in-depth refresher. Training hours approved for Water & Wastewater programs