



Town of Willington, CT

Response to the COVID-19 Health Crisis

Operations Guide

Updated April 1, 2021



Introduction

The Town of Willington has compiled the information found within for the purposes of informing the public of what services they can expect to receive from the town government during the COVID-19 national health emergency. If you have questions about this guide, please refer them to the Selectmen's Office.

Contact Information & Index

Department/Section	Phone #/Extension	Email Address	Page #
State Reopening Info			3
Town Reopening Info			4
Animal Control	860-428-4422	Animalcontrol@willingtonct.org	5
Assessors	860-487-3122	wtopliff@willingtonct.org	6
Building Inspector	860-487-3123	jrupert@willingtonct.org	10
Finance	860-487-3134	dlatincsics@willingtonct.org	7
Fire Marshal	860-429-7757	dpalmer@willingtonct.org	10
Health Department	860-429-3325	ehhd@ehhd.org	8
Human Services	860-487-3118	humanservices@willingtonct.org	9
Land Use	860-487-3123	zoningagent@willingtonct.org	10
Library	860-429-3854		11
Parks & Recreation	860-487-3108	bcologna@willingtonct.org	12
Public Works	860-684-9313	Public.works@willingtonct.org	13
Registrars of Voters	860-487-3120	registrar@willingtonct.org	17
Selectmen's Office	860-487-3100	hsharpley#@willingtonct.org	14
Senior Center	860-429-8321	senior.center@willingtonct.org	15
Tax Collector	860-487-3111	collector@willingtonct.org	16
Town Clerk	860-487-3121	rcampbell@willingtonct.org	17
Treasurer	860-487-3133	lsemprebon@willingtonct.org	7
FAQ			18-19
Emergency	911		

Some staff members continue to work from home in an effort to reduce total in-office exposure. If you don't reach the party you're looking for, please leave a message and staff will get back to you within 24 hours. If you have urgent business with the town that cannot wait, please call 860-487-3100.

Non-Town Agency Contact Information

Connect with Us:

Facebook: <https://www.facebook.com/TownOfWillingtonCT/>

Visit our website, Willingtonct.org, to sign-up for our notification system.



Governor Lamont Announces Plans to Ease Some COVID-19 Restrictions in Connecticut

Please note that the Town of Willington urges all residents to remain as cautious as possible as we proceed with further reopening plans. Community transmission is still occurring in communities around the state, and we do not want any residents to mistake the current partial reopening as an occasion to reduce their social distancing measures. We recommend that all residents stay home, stay safe, and stay strong to the greatest extent physically and mentally possible. Please note that the information listed below is up-to-date as of April 1, 2021, and that the [State's COVID-19 latest guidance webpage](#) should be referenced for further updates.

Current General Guidelines as of April 1, 2021:

Masks and Face Coverings: Pursuant to [Executive Order No. 7NNN](#), masks or cloth face coverings that cover a person's nose and mouth are required to be worn when in public and a six-foot distance is unavoidable, whether indoors or outdoors. This does not apply to anyone for whom doing so would be contrary to their health because of a medical condition. [Guidance on face coverings has been issued to the state's businesses](#). To make a face covering at home, [watch this video from the CDC](#).

Travel Advisory: A travel advisory is currently in effect for anyone entering Connecticut from states with high community spread of COVID-19. [Click here for detailed information on the travel advisory](#). Please note this advisory is no longer a requirement but rather a recommended guidance.

Gatherings: The current rules for gatherings is as follows:

Indoor private gatherings at commercial establishment/places of business – 100 people.

Outdoor private gatherings at commercial establishment/places of business – 200 people.

Indoor private gatherings at private residence – 25 people.

Outdoor private gatherings – 100 people.

Citations with fines are being issued to businesses and individuals who do not comply with gathering and mask requirements as defined by the State.



Willington's Partial "Reopening"

Current Local COVID-19 Numbers

As of April 1, 2021, the Governor's Office has reported a running total of 228 COVID-19 cases in Willington. None of those cases has been identified as one of the variants. Willington currently sits at COVID response level Yellow, with a rate of about 9.7 cases per 100,000 people per day. On a statewide basis, there have been 1,828,260 doses of vaccine administered and 684,200 have been fully vaccinated. For more information on Willington's current local data, please [visit the State's website](#).

Town Hall

The Town of Willington has executed its plan for partially reopening the Town Hall, which includes the following actions being taken:

- Members of the public are only allowed within Town Hall with an appointment, and Town staff will work with all residents to try and accommodate their needs either in person by appointment, email or by phone.
- Each Department located within Town Hall is staffing their offices in-person during normal business hours.
- Any announcements about changes to this plan will be announced on the Town's website and social media pages, and an updated version of this guide will be published with new information as it becomes available.
- Each department located within Town Hall is staffed on the following schedule:
 - Monday: 12:30 PM to 7:30 PM
 - Tuesday: 9:00 AM to 2:00 PM
 - Wednesday: 9:00 AM to 2:00 PM
 - Thursday: 9:00 AM to 2:00 PM
 - Friday: 9:00 AM to 2:00 PM
- Town Hall remains closed to the public; open by appointment any materials that need to be dropped off can be placed in the building's mail slot, and we ask that residents call ahead to schedule a meeting where inked signatures may be given, should they be necessary.

Senior Center: Due to the high risk that COVID-19 poses to our town's older population, and given the Governor's recommendation that seniors continue to "stay home and stay safe" if possible, plans to reopen have not yet been marked on any calendar. The Senior Center's staff continues to serve the public remotely and conduct outreach calls to many of our seniors and other citizens in need. For more information about their current operations, please contact the Senior Center at 860-429-8321 or by email senior.center@willingtonct.org. The possibility of partially or fully reopening our Senior Center will be reevaluated based on State guidelines on the operations of Senior Centers, which are expected to be published within the next three weeks. Any announcements about changes to this plan will be announced on the Town's website and social media pages.



Animal Control

To: Residents of Willington
From: Tina Binheimer; Animal Control Officer
Date: 3/19/20
RE: COVID-19 update

Dear Residents,

In the best interest of our community, pets and Officers, Willington Animal Control will be physically responding to emergency calls only at this time until further notice. Emergency calls are defined as: an injured or sick stray animal, animal bites, dangerous and aggressive dog complaints, cruelty & neglect complaints and assisting other Public Safety Personnel. Please note that many other concerns such as barking dogs & licensing complaints and non-aggressive animal complaints can be handled over the phone.

When calling for a physical response for an above mentioned emergency, please let the Animal Control Officer know if you or a member of your family has traveled out of the country or have been ill recently.

Lastly, the Animal pound is currently closed to the public until further notice.

I can be reached at 860-428-4422 you have questions. If you have an extreme emergency, please call 911.

Thank you!

Tina M. Binheimer, Animal Control Officer Town of Willington

Contact information:

Animal Control Officer – Tina Binheimer

Phone: 860-428-4422

E-mail Animalcontrol@willingtonct.org



Assessor's Office

Property cards are available online at <http://gis.vgsi.com/WillingtonCT>

If you no longer own a vehicle, you can mail, scan and email or place in our mail slot at the Town Hall, your cancellation of plates and the bill of sale to:

Willington Tax Assessor
40 Old Farms Rd.
Willington, CT 06279

**STATE OF CONNECTICUT BY HIS EXCELLENCY NED LAMONT EXECUTIVE ORDER NO.7S
PROTECTION OF PUBLIC HEALTH AND SAFETY DURING COVID-19 PANDEMIC AND
RESPONSE - SAFE STORES, RELIEF FOR POLICYHOLDERS, TAXPAYERS, AND TENANTS**

8. Suspension of Reapplication Filing Requirement for the Homeowners' Elderly/Disabled Circuit Breaker Tax Relief Program and for the Homeowners' Elderly/Disabled Freeze Tax Relief Program. The biennial filing requirements under Sections 12-170aa (e) and (f) and Sections 12-129b and 12-129c of the Connecticut General Statutes for any taxpayers who were granted the benefit for the Grand List year 2017 and who is required to recertify for the Grand List year 2019, are suspended and such taxpayers shall automatically maintain their benefits for the next biennial cycle ending in Grand List year 2021.

Inquiries can be made by phone or email.

Phone: (860) 487-3122

Email: Wtopliff@willingtonct.org



Financial Office

Hours Monday through Friday 9:00 AM to 5:00 PM

Appointments are required to ensure social distancing.

Contacts:

Business Manager	Donna Latincsics	dlatincsics@willingtonct.org	860-487-3134
Account Analyst	Tish Ignatowicz	tignatowicz@willingtonct.org	860-487-3137
Payroll Coordinator	Amanda Palotti	apalotti@willingtonct.org	860-487-3135
Treasurer	Laurie Semprebon	lsemprebon@willingtonct.org	860-487-3133



Health Department

(Eastern Highlands Health District)

Covid-19 Vaccine Information

- The EHHD is hosting weekly clinics for eligible groups
- Find eligibility and phase enrollment information [HERE](#)
 - To schedule an appointment online or by phone, click [HERE](#).
 - If you are already enrolled in the VAMS system, log onto your account to schedule your appointment. To search for an EHHD clinic, use the zip code: 06268 (not your home zip).
 - To enroll in VAMS, use [THIS LINK](#)

***You will need a UNIQUE email address for each person to complete the enrollment process.*
- **Second Dose:** the VAMS system will show opportunities for appointments; information about scheduling a second dose is also provided at your first dose appointment at an EHHD clinic. If you received your first dose with us, and you are having difficulty finding an available appointment online, [email us](#).

Health Department Forms

- Forms are available on the Eastern Highlands Health District website, ehhd.org.
- Forms will also be sent electronically if requested.

General COVID-19 Information (info from CT Department of Public Health)

- Symptoms can include fever, cough, fatigue, and shortness of breath.
 - If you think you have been exposed to COVID-19 and develop a fever and other symptoms, such as cough or difficulty breathing, call your healthcare provider for medical advice.
- The virus is spread from person-to-person, via close contact (within a six-foot radius) and through respiratory droplets produced when an infected individual sneezes or coughs.
 - Transmission can also occur when a person touches an infected surface and then touches their eyes, mouth, or nose.

General COVID-19 Prevention Recommendations

- Avoid person-to-person contact as much as possible.
- Wash your hands often. If using hand sanitizer, it should be comprised of at least 60% alcohol.
- Avoid touching your eyes, nose, and mouth with your unwashed hands.
- Stay home if you are feeling ill.
- Cover your coughs and sneezes.
- Clean and disinfect regularly.
- Wear a cloth or surgical mask when out in public and unable to maintain a distance of greater than 6 feet from others.



Human Services

Department Services

- Staff is available by phone. Please call and leave a voicemail. 1-on-1 appointments are available over the phone or in person, **by appointment only.**
- Food pantry distribution: call to make arrangements.
- Monetary donations: Checks made to Willington Food Pantry or Fuel Bank can be delivered in person to Jennie Arpin Human Services Department, 40 Old Farms Rd, Willington, CT 06279
- Mobile Food share dates: every other Wednesday at the Town Office Building (please note new location!) 40 Old Farms Rd. 11am to 11:30 am
- Drive through food distribution for residents- **FOURTH FRIDAY OF EVERY MONTH** 10am until noon. Please bring ID or proof of residency
- **FREE CLOTH MASKS AVAILABLE! PLEASE CONTACT US FOR INFORMATION!**
- Assistance for all applications and programs will be available by appointment only.
- Food donations made easy: We now have a big blue donation bin outside in the back of the building for donations of non-expired canned or dry goods-food only. Drop your canned and dry goods in the box for the Willington Food pantry.

Services Not Currently Offering

- The building is closed to the public, open by appointment only.

COVID-19 Vaccine Information

- For Covid-19 Vaccine Information please see the Health Department section on page 8 of this guide.

Alternatives

- Food Share.
 - Every other Wednesday from 11:00 AM to 11:30 AM (please look online for information about location and upcoming dates).

Contact Info

- Phone: 860-487-3118
- Email: humanservices@willingtonct.org



Land Use Department, Building Official & Fire Marshal's Office

Changes to Daily Operations

- Face-to-face meetings will now be conducted by appointment.
- Customers will have to communicate with the Department and review items online when possible.
- In-office staff presence will be limited so as to lower the likelihood of staff exposure to COVID-19.

Permitting & Inspection Information

- Permits:
 - Information regarding the permit application process may be obtained from the town's website at willingtonct.org or by contacting the Building Department directly.
 - In the event that members of the public cannot access the applications online for any reason, paper copies may be obtained from the Building Dept. via email, or may be picked up in-person. Completed applications may be dropped off to Town Hall using the mail slot.
- Inspections:
 - Onsite inspections will take place for permitted work in vacant/unoccupied structures, or for work performed in an area of an occupied structure wherein a separate entrance/exit is available. Inspections of work within an occupied structure will take place via Facetime or Google Duo only.
 - For certain inspections, photographs may be accepted. For any instance in which photographs are accepted, the applicant will be required to upload photos to their permit application online.
 - Any in-home inspections will only be done after the customer has been asked if they are feeling ill and/or have been exposed to anyone who has been sick or recently traveled.

Records Research

- Information regarding property files may be obtained by visiting the Town of Willington's online GIS system and searching for the property in question. Property file documents may be downloaded directly from the GIS free of charge.
- Hard copies, if requested, will be left outside for pickup so as to limit staff exposure.

Planning & Zoning

- All applications can be viewed and submitted completed in [Viewpoint](#).
- Planning & Zoning Commission meetings, are being held virtually via Zoom.
- Information on meeting access will be posted on the agenda and on the Town's web page.

Inland Wetlands

- Inspections will continue as needed, with general social distancing precautions taken by Town staff.
- Inland Wetland & Watercourses Agency meetings are being held virtually via Zoom.
- Information on meeting access will be posted on the agenda and the Town's web page.

Fire Marshal's Office

- Inspections and fire investigations will continue as necessary. Please contact the Land Use Office if you need to reach the Fire Marshal @ 860-487-3123.



Library

Appointments are no longer required – Monday remains open for Seniors ONLY; Tuesday through Saturday is open for EVERYONE

Monday & Wednesday 12:00 P.M. to 4:00 P.M.

Tuesday & Thursday, 12:00 P.M. to 7:00 P.M.

Friday & Saturday, 9:00 A.M. to 1:00 P.M.

For safety reasons, we are asking that patrons limit their library time to browsing and checking out items.

Face Coverings are required.

Social distancing is still in practice.

We ask that you continue to ring the doorbell to be let in. Capacity may be limited at times and you may need to wait outside until it is your turn to enter.

Ring the doorbell upon arrival: the doors will be locked.

To request items for Curbside Pick-up, call (860) 429-3854 or by e-mail checkoutrequestswpl@gmail.com

For further information about the library: <https://www.willingtonpubliclibrary.org>



Parks & Recreation Department

We will continue to offer services by phone, email as well as accepting registrations via mail. Please mail registration and payment to: Willington Parks & Recreation Department 40 Old Farms Rd. Willington, CT 06279. For a list of services please visit the [Town Website](#).

Updates will be made to the Parks & Recreation Department website as well as our bulk emails regularly with updated information. We hope to update these emails currently scheduled to go out with at home ideas for families to participate in to keep everyone safe and healthy as well as active and entertained during this extended time. To sign up for emails from the Parks & Recreation Department, [click here](#).

Thinking of visiting our parks? Please read the [CDC's guide to visiting parks and recreational facilities](#) at this time and Pages 8 in this guide.

We have lots of current virtual program offerings, Info about spring programs can be found at the Recreation website. You can browse and register for them on our website, at <https://www.willingtonct.org/parks-and-recreation>

Contact the Recreation Department:

Phone: 860-487-3108

Email: bcologna@willingtonct.org



Public Works

Winter Hours 7:00 A.M. – 3:30 P.M. Monday through Friday

Summer Hours 6:00A.M. – 4:30 P.M. 1st Sunday in May 5-9-21 through the 2nd Sunday in September 9-12-21

Willington Transfer Station Guidelines

Transfer Station

The Transfer Station will be open from 8:30 AM to 3:45 PM on Wednesday, Saturdays & Sunday.

The Swap Shed will be open starting Saturday April 10th 2021 masks and social distancing is required.

In an effort to follow the Centers for Disease Control and Prevention (CDC) guidelines and to keep the Willington Transfer Station open, the Transfer Station Attendants will be practicing a **Social Distancing Policy**; effective immediately. This means Attendants will maintain a distance of 6' or greater from those who are depositing waste and will have limited interactions with residents during this time.

Only household trash and household recyclables will be allowed to be discarded.

*Main Solid Waste (trash) will remain open

*Single Stream Recycling will be open

*Bulky Waste will be open; however the limited interaction with attendants could be in place.

NOTICE: the bottle and can receptacle (for the Boy Scouts) is now closed. Please throw any cans & bottles in the recycling bin instead of the collection bin.

General COVID-19 requirements

- Avoid person-to-person contact as much as possible.
- Wash your hands often. If using hand sanitizer, it should be comprised of at least 60% alcohol.
- Avoid touching your eyes, nose, and mouth with your unwashed hands.
- Stay home if you are feeling ill.
- Cover your coughs and sneezes.
- Clean and disinfect regularly.
- Wear a cloth or surgical mask when out in public and unable to maintain a distance of greater than 6 feet from others.

Contact information;

Phone; 860-684-9313

E-mail; public.works@willingtonct.org

Public Works Director – Troy Sposato

Public Works Administrative Assistant- Jayson Righenzi



Selectmen's Office

Department Services

- Public Meetings: All public meetings will be coordinated by the Selectmen's Office until further notice, and all such meetings shall be accessible remotely. Information on how to access each meeting will be posted on the town's website.
- Human Resources & Hiring: All Human Resources inquiries will be managed without hindrance.
 - Any individual called for an interview with the town shall be given instructions on how to connect with the Selection Committee via phone or Zoom meeting rather than in-person.
- Communications: Public health and wellness notifications will continue to be shared on social media and via other means as necessary.
- Pistol & Raffle Permits: Please contact hsharpley@willingtonct.org or (860) 487-3100 for appointment in filing pistol and raffle permit applications.
- Notary Services – by appointment (860)-487-3100

Town Hall Operations

Each department located within Town Hall is staffed on the following schedule:

Monday: 12:30 PM to 7:30 PM

Tuesday: 9:00 AM to 2:00 PM

Wednesday: 9:00 AM to 2:00 PM

Thursday: 9:00 AM to 2:00 PM

Friday: 9:00 AM to 2:00 PM

Town Hall remains closed to the public; open by appointment any materials that need to be dropped off can be placed in the building's mail slot, and we ask that residents call ahead to schedule a meeting where inked signatures may be given, should they be necessary.



Senior Center

Senior Center: Due to the high risk that COVID-19 poses to our town's older population, and given the Governor's recommendation that seniors continue to "stay home and stay safe" if possible, plans to reopen have not yet been marked on any calendar. The Senior Center's staff continues to serve the public remotely and conduct outreach calls to many of our seniors and other citizens in need. For more information about their current operations, please contact the Senior Center at 860-429-8321 or by email senior.center@willingtonct.org. The possibility of partially or fully reopening our Senior Center will be reevaluated based on State guidelines on the operations of Senior Centers, which are expected to be published within the next three weeks. Any announcements about changes to this plan will be announced on the Town's website and social media pages.

Department Services

- Staff is available by phone. Please call us at (860) 429-8321 and leave a voicemail or by e-mailing senior.center@willingtonct.org.
- Staff calls may originate from an unfamiliar number but we will clearly identify ourselves.

Services Not Currently Offering

- The building is closed to the public.
- All fitness classes, card games, lunches out and special events are cancelled.

Contact Info

- Phone: (860) 429-8321
- Email: senior.center@willingtonct.org



Tax Collector's Office

860-487-3111

collector@Willingtonct.org

Town of Willington Website: <https://www.willingtonct.org/tax-collector>

Link for Online Pay and 2020 Tax Payment Information:

<https://www.mytaxbill.org/inet/bill/home.do?town=willington>

With the Town Office Building still closed to the public, taxpayers are encouraged to pay their taxes online (see link above), by mail or by using one of our drop boxes located outside the Town Office Building. If you need to make a payment by cash, please call our office at 860 487-3111 as in person transactions are by appointment only.

If you're looking for IRS Payment information for the 2020 tax year, please use above link. Enter your last name, space, first initial and click the box "IRS Payment Records for Year 2020".

The office is fully staffed during regular business hours so feel free to contact us by phone or email for any questions you may have.

If you need a motor vehicle clearance, please make sure your payment is made at least a week in advance as clearances are only done on Friday's. If an immediate release is needed, payment will need to be made in person by cash. As always, we recommend you pay taxes by their due date to avoid any problems.

Please direct phone calls regarding selling, junked, or totaled vehicles to the Assessor's office at 860 487-3122.

Regards,

Janice Clauson

Revenue Collector

Town of Willington



Town Clerk

Services Offering

- [Marriage Licenses](#) are now being issued through a socially-distant procedure by appointment. Information can be found on the Town's website, <https://www.willingtonct.org/town-clerk/pages/marriage-licenses> alongside the [Marriage License Worksheet](#).
- Vital record requests (copies) via mail, drop box or appointment.
- Dog licensing via mail, online or drop box.
- Land Recordings, Trade Names and Name Changes via Mail, or drop box or appointment.
- Online land records searches and copies available through Record Hub (COTT) remotely. If the record you are looking for is not found in RecordHub, please contact the office at 860-487-3121, rcampbell@willingtonct.org or rpierce@willingtonct.org
- Notary Services, via Appointment.
- Sport License via Appointment.
- Voicemail will be retrieved remotely as-needed.
- Liquor permit filings are available by appointment only.

Contact Information

- Phone: Town Clerk: 860-487-3121
- E-mail: Town Clerk: rcampbell@willingtonct.org
- E-mail Assistant Town Clerk: rpierce@willingtonct.org

Registrars of Voters

Registrars

- Register to vote at voterregistration.ct.gov
- For more information please visit our webpage at <https://www.willingtonct.org/elections-department>.

Contact Information

- Phone: Registrar: 860-487-3120
- Email: Registrar: willingtondem@willingtonct.org or willingtonrep@willingtonct.org
- Office hours; Tuesday 10:00AM to 12:00PM call for an appointment



Frequently Asked Questions

- **How do I get the COVID-19 Vaccine?**
 - Vaccine information can be found under the Health section of this guide on page 10. Additional vaccine information can be found on the State's website at <https://portal.ct.gov/Vaccine-Portal>.
- **How do I access public meetings throughout the State of Emergency?**
 - The Town has elected to utilize Zoom, a web and phone-based conference call system, to conduct Town meetings until further notice. In order to access those meetings, please visit our website. Along with or in proximity to each meeting's agenda, we will post information about how to connect over the phone and over the web. If you require additional assistance or accommodation in order to access the meeting, please contact the Selectmen's Office or 860-487-3100 twenty-four hours before the meeting is set to begin so that we can best guarantee those needed accommodations.
- **Are Town facilities and parks open to the public?**
 - At this time, all facilities are closed to the public unless you have an appointment with a town staff member. Parks remain partially open; please visit the Parks & Recreation page within this guide (Page 12) for more information, and review the [CDC's guidelines](#) for visiting parks during the pandemic.
- **What Town operations are continuing during the State of Emergency?**
 - All members of town staff are currently working to better the town and serve you despite facilities being partially inaccessible to members of the public. Please contact staff members by phone and email for the time being to ask questions and get your needs met. For information about adjusted working hours please visit our website; <https://www.willingtonct.org>
- **What do I do if I or someone I know experiences symptoms of COVID-19?**
 - If they are mild symptoms, consult your healthcare provider at your earliest convenience and do your best to isolate the (potentially) infected individual. If the person in question is struggling to breathe or has other life-threatening symptoms, call 911 and be sure to note your concern that the individual is suffering from COVID-19. Alerting the first responders to this fact can help protect them from getting infected, too.
- **How do I care for someone who is experiencing symptoms of COVID-19?**
 - [Click here](#) to see the Eastern Highlands Health District's guidance on that subject.
- **I'm under a lot of stress because of this situation. Where do I find help?**
 - If your stress is not at emergency levels, please take the time to read through the [CDC guidelines](#) for coping with stress. If there is anything you believe the town can do to assist you, please let us know as soon as possible.
 - In the event that your stress has reached the level of an emergency, please either call 911 or [211](#) if you believe you are at imminent risk of harming yourself or others.



- **Why am I hearing about cases, hospitalizations, and the death of Willington residents before the Town is making announcements about them?**
 - The Town staff is extremely connected to residents, Department of Public Health officials, and Eastern Highlands Health District officials, but we are choosing to release information only after it has been verified. We do not wish to perpetuate inaccurate rumors, should such inaccuracies begin to circulate, and we want to make sure our statements are as truthful as possible. Please also note that federal and state law prevents us from providing some specific details about cases with the public, including the identities of infected individuals. If you have specific questions about the status of Willington residents, please contact us at [\(860\) 487-3100](tel:8604873100)