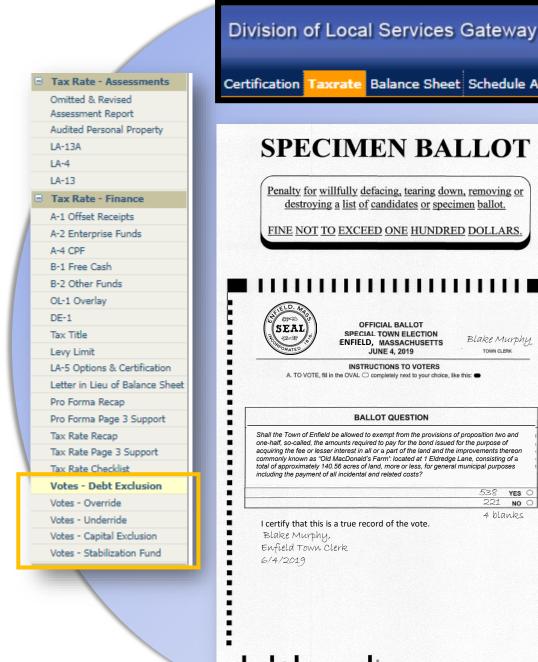


Entering Proposition 2 ½ Votes using DLS Gateway

Support: DLSGateway@dor.state.ma.us



Entering Votes in DLS Gateway

Notifying DLS of local Proposition 2½ votes is fast and easy – just use DLS Gateway! All five vote types (debt exclusion, capital exclusion, override, underride and stabilization fund override) can be submitted to DLS by using the applicable form in the Tax Rate module.

All city and town clerks now have the Gateway rights to use these forms. If you don't see one or more Votes options, contact your local Gateway administrator or DLS Gateway Support (DLSGateway@dor.state.ma.us) for assistance.

This guide will walk you through the steps for entering and submitting vote information for each Proposition 2 ½ vote type:

Debt Exclusion

Override

Underride

Capital Exclusion

Stabilization Fund Override

Uploading the ballot

For each type of vote, DLS requires an uploaded copy of the clerk-certified ballot, with the number of Yes and No votes (writing them in is fine)

This is a good example of clerkcertified ballot submitted for a debt exclusion vote – it has all the data DLS needs!

Votes taken on different dates can be uploaded as separate PDF files; we recommend putting the vote date in the file name for clarity. Use only letters and numbers in the filename – keep it simple!



There is no limit on the number of documents that can be uploaded, but the maximum size for a single file is 24.9MB.



ABSENTEE OFFICIAL BALLOT SPECIAL TOWN ELECTION TOWN OF AVON, MASSACHUSETTS TUESDAY, SEPTEMBER 12, 2017



TOWN CLERK

INSTRUCTIONS TO VOTERS

A. TO VOTE, completely fill in the OVAL to the RIGHT of your choice(s) like this:

QUESTION

Shall the Town of Avon be allowed to exempt from the provisions of proposition two and one-half, so-called, the amounts required to pay for the bonds to be issued in order to pay costs of public works projects to design, engineer, reconstruct, and resurface roads and install drainage, water mains and related infrastructure where necessary upon certain streets and roads with the Brentwood area of Town, including the payment of costs incidental or related thereto?



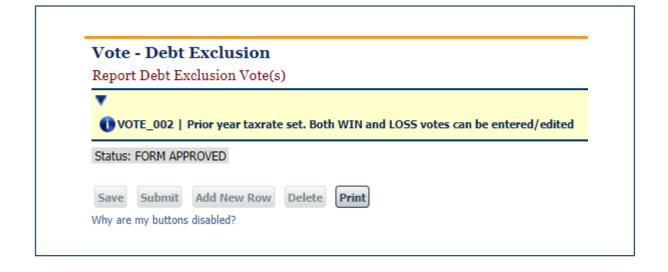
NO C

ATRUE COFT.
ATTEST: PBesself

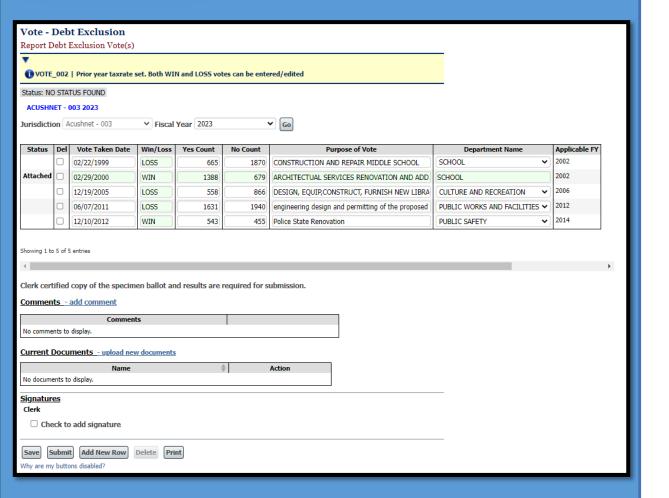
Adding to or changing a submitted or approved form

If you've already submitted a Vote form (or it has already been approved by DLS) and need to add another vote or change the submitted information, contact DLS Gateway Support for assistance

DLSGateway@dor.state.ma.us







Entering Debt Exclusion Votes

All previously entered debt exclusion votes will appear when the screen opens.

Attached means the vote has already been tied to a row on the DE-1 (Debt Exclusion) form. You cannot delete a vote that has been attached to the DE-1 either in the current year or in prior years. Every row on the DE-1 form must be tied to a valid debt exclusion vote (DLS staff do the actual vote mapping.)

If you have no new debt exclusion votes

If your community has no new Debt Exclusion votes for the year, <u>you do</u> <u>not need to enter any data or submit this form.</u>

New debt exclusion vote(s)

- If you do have a new vote for this year, click the Add New Row button to open a new, blank row and enter the data.
- A copy of the specimen ballot including the vote counts must be uploaded before submitting the form.
- When all data has been entered, sign by clicking the signature checkbox, then submit the form. The DLS Databank will review and approve the new votes.

Deleting a vote

DE-1 Debt Exclusion

Status	Delete	(A) Ballot Vote Date	(B) Purpose(s) of Exclusion Vote	(C) Date of original issuance note/bond per purpose(s)	(D) Temp or Perm (T/P)	(E) FY 2022 Net Excluded Debt Service	(F) FY 2022 Gross Debt Service Expended	(G) FY 2023 Gross Debt Service Excludable	(H) Reimbursement adjustments (Whole numbers only)	(I) FY 2023 Net Excluded Debt Service
Attached		02/01/2003	TWIN SCHOOL	02/01/2003	P	475,928	0	0	0	0
Attached		12/08/1998	JR HIGH	12/08/1998	P	337,127	0	0	0	0
Attached		12/01/2005	SR HIGH	12/01/2005	P	1,234,625	0	0	0	0
Attached		10/15/2002	PUBLIC SAFETY	10/15/2002	P	359,788	0	0	0	0
Attached		12/17/2019	New Twin School	03/03/2020	P	2,901,045	0	0	0	0
Attached		12/17/2019	North Acton Fire Station	05/26/2020	P	420,125	0	0	0	0
Attached		12/17/2019	Minuteman RSD building	09/20/2016	T	449,303	0	0	0	0
					Total:	6,177,941	0	0	0	0



Vote - Debt Exclusion

Report Debt Exclusion Vote(s)

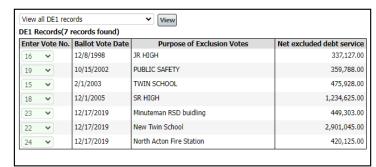
Status	Del	Vote Taken Date	Win/Loss	Yes Count	No Count	Purpose of Vote	Department Name	Applicable FY
Attached		04/01/1983	WIN	907	863	SCHOOLS/REGIONAL JR AND HIGH	SCHOOL	1990
Attached		02/01/1986	WIN	912	666	666 REGIONAL SCHOOL/JR AND HIGH		1990
Attached		11/01/1986	WIN	2835	2697	TOWN HALL REPAIRS GENERAL C		1990
Attached		04/01/1987	WIN	385	384	"SCHOOLS/CON,DOUG,GATES,MERR,MCC"	SCHOOL	1997
Attached		05/07/1996	WIN	1729	1041	land-construct library	CULTURE AND REC	1999
Attached		05/07/1996	WIN	1745	1020	20 const.park and multi recreation area CULTURE AND REC		2000
Attached		05/13/1997	WIN	1527	729	repair and equip selected town schools SCHOOL		2001
Attached		05/13/1997	WIN	1735	530	acquire land for general operating exp. GENERAL OPERAT		2000
Attached		12/08/1998	WIN	2853	2471	construct and equip new twin school	SCHOOL	2000
Attached		12/08/1998	WIN	2981	2361	1 repair and reconst.acton-box.reg.school SCHOOL 20		2001
Attached		11/20/2000	WIN	3367	1995	CONSTRUCT ADDITION AND REMODEL REGIONAL	SCHOOL	2002
Attached		11/05/2002	WIN	4750	3216	PUBLIC SAFETY BUILDING	PUBLIC SAFETY	2004
Attached		12/17/2019	WIN	1122	364	Bonds for Town's share of new Gates elementary sc SCHOOL 2021		2021
Attached		12/17/2019	WIN	1169	315	Bonds for a new fire station PUBLIC SAFETY 2021		2021
Attached		12/17/2019	WIN	1041	418	Bonds for a new district school SCHOOL 2021		2021

How votes are associated with the DE-1 Debt Exclusion form

DLS maintains a Votes Database containing all votes submitted by city and town clerks.

When a community wishes to include a debt exclusion in its tax rate calculations, DLS must verify that the clerk has submitted the associated vote. We do this by "mapping" each row on the DE-1 form to the correct vote in the Votes Database.

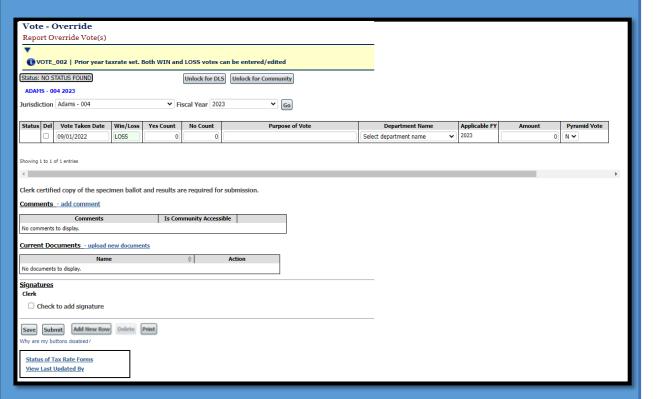
DLS must complete the vote mapping before the DE-1 can be submitted. Contact your BOA representative for assistance.



Calendar Year All Years V View			
Available Votes(15 records found)			
Vote No.	Vote Date	Votes Description	
1	4/1/1983	SCHOOLS/REGIONAL JR AND HIGH	
2	2/1/1986	REGIONAL SCHOOL/JR AND HIGH	
3	11/1/1986	TOWN HALL REPAIRS	
4	4/1/1987	"SCHOOLS/CON,DOUG,GATES,MERR,MCC"	
11	5/7/1996	const.park and multi recreation area	
12	5/7/1996	land-construct library	
13	5/13/1997	acquire land for general operating exp.	
14	5/13/1997	repair and equip selected town schools	
15	12/8/1998	construct and equip new twin school	
16	12/8/1998	repair and reconst.acton-box.reg.school	
18	11/20/2000	CONSTRUCT ADDITION AND REMODEL REGION	
19	11/5/2002	PUBLIC SAFETY BUILDING	
22	12/17/2019	Bonds for Town's share of new Gates elementar	
23	12/17/2019	Bonds for a new district school	
24	12/17/2019	Bonds for a new fire station	

Once a vote has been attached to a row on a DE-1, it can't be deleted from the Votes Database.





Entering Override Votes

If you have no new override votes

If your community has no new override votes for the year, <u>you</u> do not need to enter any data or submit this form.

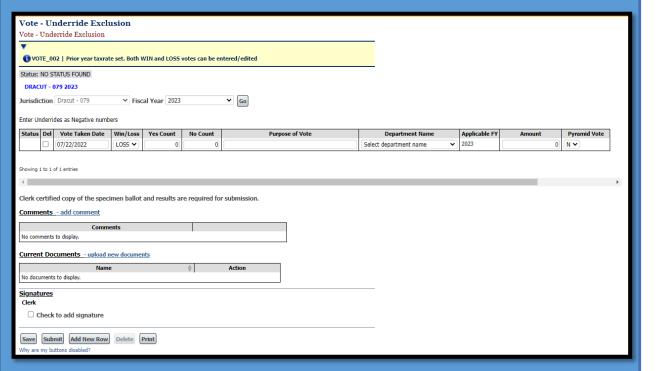
New override vote(s)

- If you do have a new vote for this year, click the Add New Row button to open a new, blank row and enter the data.
- A pyramid override asks voters to determine which, if any, of two or more funding levels they are willing to approve.
 Change Pyramid Vote to "Y" (yes) if it applies.
- A copy of the specimen ballot including the vote counts must be uploaded before submitting the form.
- When all data has been entered, sign by clicking the signature checkbox, then submit the form. The DLS Databank will review and approve the new vote(s).

Deleting a vote







Entering Underride Votes

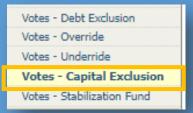
If you have no new underride votes

If your community has no new underride votes for the year, <u>you do</u> not need to enter any data or submit this form.

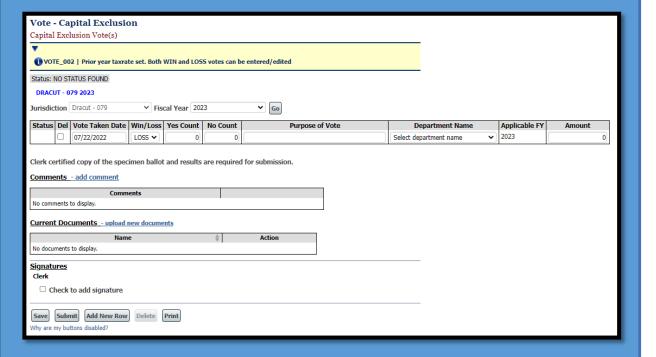
New underride vote(s)

- If you do have a new vote for this year, click the Add New Row button to open a new, blank row and enter the data.
- You must enter underrides as a negative number. For example, an underride of \$10,000 would be entered as -10000.
- A pyramid override asks voters to determine which, if any, of two or more funding levels they are willing to approve. Change Pyramid Vote to "Y" (yes) if it applies.
- A copy of the specimen ballot including the vote counts must be uploaded before submitting the form.
- When all data has been entered, sign by clicking the signature checkbox, then submit the form. The DLS Databank will review and approve the new vote(s).

Deleting a vote







Entering Capital Exclusion Votes

If you have no new capital exclusion votes

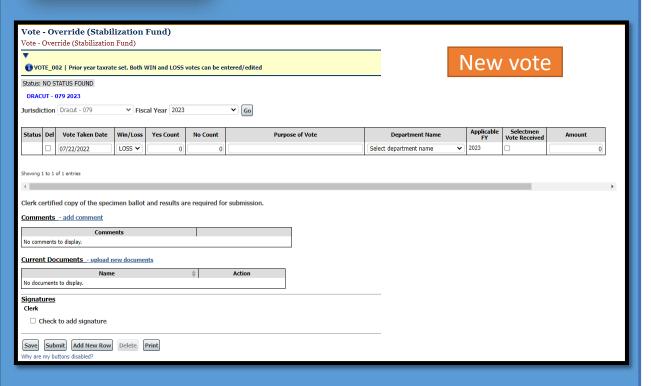
If your community has no new capital exclusion votes for the year, you do not need to enter any data or submit this form.

New capital exclusion vote(s)

- If you do have a new vote for this year, click the Add New Row button to open a new, blank row and enter the data.
- A copy of the specimen ballot including the vote counts must be uploaded before submitting the form.
- When all data has been entered, sign by clicking the signature checkbox, then submit the form. The DLS Databank will review and approve the new vote(s).

Deleting a vote







Entering Stabilization Fund Votes

If you have no new stabilization fund votes <u>and</u> are not adding to an existing stabilization fund

If your community did not vote to create a new stabilization fund and will not add to an existing fund, you do not need to enter any data or submit this form.

New stabilization fund vote(s)

- If you do have a new fund for this year, click the Add New Row button to open a new, blank row and enter the data.
- **Selectmen Vote Received:** leave unchecked for a new vote
- A copy of the specimen ballot including the vote counts must be uploaded before submitting the form.
- When all data has been entered, sign by clicking the signature checkbox, then submit the form. The DLS Databank will review and approve the new vote(s).

Existing stabilization fund: additional amount:

- Vote information for existing funds will appear on the screen. Click the Selectmen Vote Received checkbox on the appropriate fund row.
- Enter the amount to be added to the stabilization fund (which can't exceed 2 ½ percent of the prior year's approved amount.)
- Upload a clerk-certified copy of the vote taken by the Board of Selectmen authorizing the additional amount.
- Sign by clicking the signature checkbox, then submit the form. The DLS Databank will review and approve the new amount(s).

Deleting a vote

Levy Limit Levy Limit Calculations ♦ VOTE_013 | Votes - Underride is currently in NO STATUS FOUND. Any new data for this FY may require DLS approval. ♦ VOTE_013 | Vote - Capital Exclusion is currently in NO STATUS FOUND. Any new data for this FY may require DLS approval. A VOTE_013 | Vote - Stabilization Fund is currently in NO STATUS FOUND. Any new data for this FY may require DLS approval. Status: NO STATUS FOUND Unlock for DLS Unlock for Community ATHOL - 015 2023 Jurisdiction Athol - 015 ➤ Fiscal Year 2023 I. TO CALCULATE THE FY 2022 LEVY LIMIT A. FY 2021 Levy Limit 13,825,452 A1. Amended FY 2021 Growth B. ADD (IA + IA1)*2.5% 345,636 C. ADD FY 2022 New Growth 206,165 C1. ADD FY2022 New Growth Adjustment D. ADD FY 2022 Override E. FY 2022 Subtotal 14,377,253 F. FY 2022 Levy Ceiling 24,705,394 I. FY 2022 Levy Limit II. TO CALCULATE THE FY 2023 LEVY LIMIT A. FY 2022 Levy Limit from I. 14,377,253 A1. Amended FY 2022 Growth B. ADD (IIA + IIA1)*2.5% 359,431 C. ADD FY 2023 New Growth C1. ADD FY 2023 New Growth Adjustment D. ADD FY 2023 Override E. ADD FY 2023 Subtotal 14,736,684 F. FY 2023 Levy Ceiling FY 2023 Levy Limit III. TO CALCULATE THE FY 2023 MAXIMUM ALLOWABLE LEVY A. FY 2023 Levy Limit from II. B. FY 2023 Debt Exclusion(s) C. FY 2023 Capital Expenditure Exclusion(s) D. FY 2023 Stabilization Fund Override E. FY 2023 Other Adjustment F. FY 2023 Water/Sewer G. FY 2023 Maximum Allowable Levy

How Votes impact the Levy Limit form

Data saved in the Override, Underride, Capital Exclusion and Stabilization Vote forms will carry through automatically to the Levy Limit form. Debt Exclusion information comes from the Debt Exclusion DE-1 form; all other vote amounts come from the applicable Vote form. (Underride and Override votes both appear on the Override row; underrides are shown as a negative number.)

It is important to note that vote data appears on the Levy Limit form as soon as it's saved in the Vote forms. Warning messages at the top of the Levy Limit form tell you the current status of the Vote forms (debt exclusion data comes from the DE-1, not the Vote form, so there is no message regarding debt exclusions. Separate safeguards are in place for the DE-1.)

If you have no new Prop 2 ½ votes

If your community has no new votes for the year, the Vote forms will remain in "No Status Found" status and you can ignore the messages in the Levy Limit form.

If you do have new Prop 2 ½ votes

If your community does have new votes for the year, pay attention to the messages in the Levy Limit form. Before submitting the Levy Limit form, *all applicable Vote forms should be in "Form Approved" status*, which means that DLS has reviewed and approved the vote amount(s).

Did you submit the Levy Limit form too early? No problem! Just contact your community's Bureau of Accounts advisor or DLS Gateway Support.

Resources

DLS Gateway login page

https://dlsgateway.dor.state.ma.us/gateway/Login

Gateway user guides and support information

DLS Gateway Application Login and Support

DLS Gateway Support

Support: DLSGateway@dor.state.ma.us

DLS staff directory and contact information

https://www.mass.gov/guides/dls-staff-directory

DLS website

Division of Local Services | Mass.gov

Proposition 2 ½ vote data from the DLS Data Analytics & Resources Bureau

Overrides and Underrides Report

Capital Exclusion Report

Debt Exclusion Votes

Stabilization Fund Votes

