



DLS

DIVISION OF LOCAL SERVICES
MA DEPARTMENT OF REVENUE

Division of Local Services Gateway

Quick Tips Series – Clerks

Entering Proposition 2 ½ Votes using DLS Gateway

[Support: DLSGateway@dor.state.ma.us](mailto:DLSGateway@dor.state.ma.us)

Division of Local Services Gateway

Certification **Taxrate** Balance Sheet Schedule A

SPECIMEN BALLOT

Penalty for willfully defacing, tearing down, removing or destroying a list of candidates or specimen ballot.

FINE NOT TO EXCEED ONE HUNDRED DOLLARS.



OFFICIAL BALLOT
SPECIAL TOWN ELECTION
ENFIELD, MASSACHUSETTS
JUNE 4, 2019

Blake Murphy
TOWN CLERK

INSTRUCTIONS TO VOTERS

A. TO VOTE, fill in the OVAL ☐ completely next to your choice, like this: ☒

BALLOT QUESTION

Shall the Town of Enfield be allowed to exempt from the provisions of proposition two and one-half, so-called, the amounts required to pay for the bond issued for the purpose of acquiring the fee or lesser interest in all or a part of the land and the improvements thereon commonly known as "Old MacDonald's Farm" located at 1 Eldredge Lane, consisting of a total of approximately 140.56 acres of land, more or less, for general municipal purposes including the payment of all incidental and related costs?

538 YES ☐

221 NO ☐

4 blanks

I certify that this is a true record of the vote.

Blake Murphy,
Enfield Town Clerk
6/4/2019

Tax Rate - Assessments

Omitted & Revised
Assessment Report
Audited Personal Property
LA-13A
LA-4
LA-13

Tax Rate - Finance

A-1 Offset Receipts
A-2 Enterprise Funds
A-4 CPF
B-1 Free Cash
B-2 Other Funds
OL-1 Overlay
DE-1
Tax Title
Levy Limit
LA-5 Options & Certification
Letter in Lieu of Balance Sheet
Pro Forma Recap
Pro Forma Page 3 Support
Tax Rate Recap
Tax Rate Page 3 Support
Tax Rate Checklist

Votes - Debt Exclusion

Votes - Override
Votes - Underride
Votes - Capital Exclusion
Votes - Stabilization Fund

Entering Votes in DLS Gateway

Notifying DLS of local Proposition 2 ½ 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 clerk-certified 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.

The image shows a sample of a Town of Avon Absentee Official Ballot. At the top left is the Town of Avon seal. The title reads "ABSENTEE OFFICIAL BALLOT SPECIAL TOWN ELECTION TOWN OF AVON, MASSACHUSETTS TUESDAY, SEPTEMBER 12, 2017". To the right is the signature of Patricia C. Bennett, Town Clerk. Below the title is a section for "INSTRUCTIONS TO VOTERS" which states: "A. TO VOTE, completely fill in the OVAL to the RIGHT of your choice(s) like this: [oval]". The "QUESTION" section asks: "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?". To the right of the question are two boxes for "YES" and "NO". The "YES" box is marked with a blue arrow and the number "204", and the "NO" box is marked with the number "129". At the bottom right, there is a section for "A TRUE COPY" and "ATTEST:" followed by a signature.

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

Vote - Debt Exclusion

Report Debt Exclusion Vote(s)



VOTE_002 | Prior year taxrate set. Both WIN and LOSS votes can be entered/edited

Status: FORM APPROVED

Save

Submit

Add New Row

Delete

Print

Why are my buttons disabled?

Votes - Debt Exclusion

Votes - Override

Votes - Underride

Votes - Capital Exclusion

Votes - Stabilization Fund

Division of Local Services Gateway

CertificationTaxrateBalance SheetSchedule A

Vote - Debt Exclusion

Report Debt Exclusion Vote(s)

VOTE_002 | Prior year taxrate set. Both WIN and LOSS votes can be entered/edited

Status: NO STATUS FOUND

ACUSHNET - 003 2023

JurisdictionACushnet - 003Fiscal Year2023Go

Status	Del	Vote Taken Date	Win/Loss	Yes Count	No Count	Purpose of Vote	Department Name	Applicable FY
Attached	<input type="checkbox"/>	02/22/1999	LOSS	665	1870	CONSTRUCTION AND REPAIR MIDDLE SCHOOL	SCHOOL	2002
	<input type="checkbox"/>	02/29/2000	WIN	1388	679	ARCHITECTUAL SERVICES RENOVATION AND ADD	SCHOOL	2002
	<input type="checkbox"/>	12/19/2005	LOSS	558	866	DESIGN, EQUIP,CONSTRUCT, FURNISH NEW LIBRA	CULTURE AND RECREATION	2006
	<input type="checkbox"/>	06/07/2011	LOSS	1631	1940	engineering design and permitting of the proposed	PUBLIC WORKS AND FACILITIES	2012
	<input type="checkbox"/>	12/10/2012	WIN	543	455	Police State Renovation	PUBLIC SAFETY	2014

Showing 1 to 5 of 5 entries

Clerk certified copy of the specimen ballot and results are required for submission.

Comments - add comment

Comments

No comments to display.

Current Documents - upload new documents

Name

Action

No documents to display.

Signatures

Clerk

☐ Check to add signature

SaveSubmitAdd New RowDeletePrint

Why are my buttons disabled?

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, you do not need to enter any data or submit this form.

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

Do not delete existing votes! Only delete a row when it's a new vote and you've made a mistake, like entering a vote in the wrong form (like putting a stabilization vote in the debt exclusion form.)

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	<input type="checkbox"/>	02/01/2003	TWIN SCHOOL	02/01/2003	P	475,928	0	0	0	0
Attached	<input type="checkbox"/>	12/08/1998	JR HIGH	12/08/1998	P	337,127	0	0	0	0
Attached	<input type="checkbox"/>	12/01/2005	SR HIGH	12/01/2005	P	1,234,625	0	0	0	0
Attached	<input type="checkbox"/>	10/15/2002	PUBLIC SAFETY	10/15/2002	P	359,788	0	0	0	0
Attached	<input type="checkbox"/>	12/17/2019	New Twin School	03/03/2020	P	2,901,045	0	0	0	0
Attached	<input type="checkbox"/>	12/17/2019	North Acton Fire Station	05/26/2020	P	420,125	0	0	0	0
Attached	<input type="checkbox"/>	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	<input type="checkbox"/>	04/01/1983	WIN	907	863	SCHOOLS/REGIONAL JR AND HIGH	SCHOOL	1990
Attached	<input type="checkbox"/>	02/01/1986	WIN	912	666	REGIONAL SCHOOL/JR AND HIGH	SCHOOL	1990
Attached	<input type="checkbox"/>	11/01/1986	WIN	2835	2697	TOWN HALL REPAIRS	GENERAL GOVERN	1990
Attached	<input type="checkbox"/>	04/01/1987	WIN	385	384	"SCHOOLS/CON,DOUG,GATES,MERR,MCC"	SCHOOL	1997
Attached	<input type="checkbox"/>	05/07/1996	WIN	1729	1041	land-construct library	CULTURE AND RE	1999
Attached	<input type="checkbox"/>	05/07/1996	WIN	1745	1020	const.park and multi recreation area	CULTURE AND RE	2000
Attached	<input type="checkbox"/>	05/13/1997	WIN	1527	729	repair and equip selected town schools	SCHOOL	2001
Attached	<input type="checkbox"/>	05/13/1997	WIN	1735	530	acquire land for general operating exp.	GENERAL OPERAT	2000
Attached	<input type="checkbox"/>	12/08/1998	WIN	2853	2471	construct and equip new twin school	SCHOOL	2000
Attached	<input type="checkbox"/>	12/08/1998	WIN	2981	2361	repair and reconst.acton-box.reg.school	SCHOOL	2001
Attached	<input type="checkbox"/>	11/20/2000	WIN	3367	1995	CONSTRUCT ADDITION AND REMODEL REGIONAL	SCHOOL	2002
Attached	<input type="checkbox"/>	11/05/2002	WIN	4750	3216	PUBLIC SAFETY BUILDING	PUBLIC SAFETY	2004
Attached	<input type="checkbox"/>	12/17/2019	WIN	1122	364	Bonds for Town's share of new Gates elementary s	SCHOOL	2021
Attached	<input type="checkbox"/>	12/17/2019	WIN	1169	315	Bonds for a new fire station	PUBLIC SAFETY	2021
Attached	<input type="checkbox"/>	12/17/2019	WIN	1041	418	Bonds for a new district school	SCHOOL	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.

View all DE1 records				View
DE1 Records(7 records found)				
Enter Vote No.	Ballot Vote Date	Purpose of Exclusion Votes	Net excluded debt service	
16	12/8/1998	JR HIGH	337,127.00	
19	10/15/2002	PUBLIC SAFETY	359,788.00	
15	2/1/2003	TWIN SCHOOL	475,928.00	
18	12/1/2005	SR HIGH	1,234,625.00	
23	12/17/2019	Minuteman RSD building	449,303.00	
22	12/17/2019	New Twin School	2,901,045.00	
24	12/17/2019	North Acton Fire Station	420,125.00	

Calendar Year			All Years	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.****

Votes - Debt Exclusion

Votes - Override

Votes - Underride

Votes - Capital Exclusion

Votes - Stabilization Fund

Division of Local Services Gateway

Certification

Taxrate

Balance Sheet

Schedule A

Entering Override Votes

If you have no new override votes

If your community has no new override votes for the year, you 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

Do not delete existing votes! Only delete a row when it’s a new vote and you’ve made a mistake, like entering a vote in the wrong form (like putting a stabilization vote in the debt exclusion form.)

Vote - Override

Report Override Vote(s)

VOTE_002 | Prior year taxrate set. Both WIN and LOSS votes can be entered/edited

Status: NO STATUS FOUND

ADAMS - 004 2023

Unlock for DLS

Unlock for Community

Jurisdiction

Adams - 004

Fiscal Year

2023

Go

Status	Del	Vote Taken Date	Win/Loss	Yes Count	No Count	Purpose of Vote	Department Name	Applicable FY	Amount	Pyramid Vote
	<input type="checkbox"/>	09/01/2022	LOSS	0	0		Select department name	2023	0	N

Showing 1 to 1 of 1 entries

Clerk certified copy of the specimen ballot and results are required for submission.

Comments

- add comment

Current Documents

- upload new documents

Signatures

Clerk

Check to add signature

Save

Submit

Add New Row

Delete

Print

Why are my buttons disabled?

Status of Tax Rate Forms

View Last Updated By



Entering Underride Votes

If you have no new underride votes

If your community has no new underride votes for the year, you do 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

Do not delete existing votes! Only delete a row when it’s a new vote and you’ve made a mistake, like entering a vote in the wrong form (like putting a stabilization vote in the debt exclusion form.)

Vote - Underride Exclusion

Vote - Underride Exclusion

VOTE_002 | Prior year taxrate set. Both WIN and LOSS votes can be entered/edited

Status: NO STATUS FOUND

DRACUT - 079 2023

Jurisdiction Dracut - 079 Fiscal Year 2023 Go

Enter Underrides as Negative numbers

Status	Del	Vote Taken Date	Win/Loss	Yes Count	No Count	Purpose of Vote	Department Name	Applicable FY	Amount	Pyramid Vote
	<input type="checkbox"/>	07/22/2022	LOSS	0	0		Select department name	2023	0	N

Showing 1 to 1 of 1 entries

Clerk certified copy of the specimen ballot and results are required for submission.

Comments - add comment

Comments

No comments to display.

Current Documents - upload new documents

Name	Action
No documents to display.	

Signatures

Clerk

☐ Check to add signature

Save Submit Add New Row Delete Print

Why are my buttons disabled?

Votes - Debt Exclusion

Votes - Override

Votes - Underride

Votes - Capital Exclusion

Votes - Stabilization Fund

Division of Local Services Gateway

Certification

Taxrate

Balance Sheet

Schedule A

Vote - Capital Exclusion

Capital Exclusion Vote(s)

VOTE_002 | Prior year taxrate set. Both WIN and LOSS votes can be entered/edited

Status: NO STATUS FOUND

DRACUT - 079 2023

Jurisdiction

Dracut - 079

Fiscal Year

2023

Go

Status	Del	Vote Taken Date	Win/Loss	Yes Count	No Count	Purpose of Vote	Department Name	Applicable FY	Amount
	<input type="checkbox"/>	07/22/2022	LOSS	0	0		Select department name	2023	0

Clerk certified copy of the specimen ballot and results are required for submission.

Comments

No comments to display.

Current Documents

upload new documents

Name

Action

No documents to display.

Signatures

Clerk

Check to add signature

Save

Submit

Add New Row

Delete

Print

Why are my buttons disabled?

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

Do not delete existing votes! Only delete a row when it’s a new vote and you’ve made a mistake, like entering a vote in the wrong form (like putting a stabilization vote in the debt exclusion form.)

Levy Limit

Levy Limit Calculations

VOTE_013 | Votes - Override is currently in NO STATUS FOUND. Any new data for this FY may require DLS approval.

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.

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

Go

I. TO CALCULATE THE FY 2022 LEVY LIMIT

A. FY 2021 Levy Limit

13,825,452

A1. Amended FY 2021 Growth

0

B. ADD (IA + IA1)*2.5%

345,636

C. ADD FY 2022 New Growth

206,165

C1. ADD FY2022 New Growth Adjustment

0

D. ADD FY 2022 Override

0

E. FY 2022 Subtotal

14,377,253

F. FY 2022 Levy Ceiling

24,705,394

I.

14,377,253

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

0

B. ADD (IIA + IIA1)*2.5%

359,431

C. ADD FY 2023 New Growth

0

C1. ADD FY 2023 New Growth Adjustment

0

D. ADD FY 2023 Override

0

E. ADD FY 2023 Subtotal

14,736,684

F. FY 2023 Levy Ceiling

0

II.

0

FY 2023 Levy Limit

III. TO CALCULATE THE FY 2023 MAXIMUM ALLOWABLE LEVY

A. FY 2023 Levy Limit from II.

0

B. FY 2023 Debt Exclusion(s)

0

C. FY 2023 Capital Expenditure Exclusion(s)

0

D. FY 2023 Stabilization Fund Override

0

E. FY 2023 Other Adjustment

0

F. FY 2023 Water/Sewer

0

G. FY 2023 Maximum Allowable Levy

\$

0

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](mailto: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](#)