

# D'AMICO CONSTRUCTION

## *Morning Executive Report*

November 25, 2025

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*Paving • Milling • Sitework*

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### Employee Time Tracking Report

🔴 Critical Issues

⚠️ Warnings

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### Employee Time Tracking Report

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- Total Employees: 26
  - Employees Worked: 15
  - Employees Not Clocked In: 7
  - Total Hours: 143.97 hours
  - Suspicious Activities: 2
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## 🔴 Critical Issues

### Employees Who Did Not Clock Out

- **Brandan Thomas** (User 8): 1 unclosed entry
  - **Joshua** (User 17): 1 unclosed entry
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## ⚠️ Warnings

- No warnings.
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## Active Timers

Currently Clocked In: 2 employees

Name	ID	Started	Running For
Brandan Thomas	8	2025-11-24T06:30:00-0500	22.9h
Joshua	17	2025-11-24T06:30:00-0500	22.9h

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## Employee Timecard Tables

### ⚠️ Warnings

ID	Name	Entries	Clock In	Clock Out	Hours	Status
8	Brandan Thomas	1	6:30 AM	⌚ Still In	0.0h	⚠️ 1 NOT CLOCKED OUT
17	Joshua	1	6:30 AM	⌚ Still In	0.0h	⚠️ 1 NOT CLOCKED OUT

All Good

ID	Name	Entr... In	Clock In	Clock Out	Hours	Status
5	John Burke	1	6:00 AM	4:30 PM	10.5h	<input checked="" type="checkbox"/> OK
23	Bill Rivera	1	6:12 AM	4:33 PM	10.35h	<input checked="" type="checkbox"/> OK
9	Carl Robinson	1	6:15 AM	4:30 PM	10.25h	<input checked="" type="checkbox"/> OK
13	Danny Lozada	1	6:15 AM	4:24 PM	10.15h	<input checked="" type="checkbox"/> OK
12	Ben Olmo	1	6:15 AM	4:22 PM	10.12h	<input checked="" type="checkbox"/> OK
2	Nick D'Amico	1	6:30 AM	4:35 PM	10.08h	<input checked="" type="checkbox"/> OK
15	Alex Anglace	1	6:28 AM	4:33 PM	10.08h	<input checked="" type="checkbox"/> OK
11	Nate Loveall	1	6:27 AM	4:16 PM	9.82h	<input checked="" type="checkbox"/> OK
10	Joe Loveall	1	6:30 AM	4:16 PM	9.77h	<input checked="" type="checkbox"/> OK
18	Timothy Genovese	1	6:30 AM	4:00 PM	9.5h	<input checked="" type="checkbox"/> OK
24	Colby Sanden	1	6:30 AM	3:31 PM	9.02h	<input checked="" type="checkbox"/> OK
7	Troy Lindsay	1	6:30 AM	3:30 PM	9.0h	<input checked="" type="checkbox"/> OK
16	Stephen Calway	2	6:30 AM	3:30 PM	9.0h	<input checked="" type="checkbox"/> OK
22	Benjamin Paxton	1	6:45 AM	3:00 PM	8.25h	<input checked="" type="checkbox"/> OK
3	Lori Holcomb	1	8:25 AM	4:30 PM	8.08h	<input checked="" type="checkbox"/> OK

No Entry

ID	Name	ID	Name
6	Bill D'Amico	14	Elizabeth D'Amico
21	Oscar Morales	25	Randall Wuchert
26	Mike Echevarria		

## Detailed Clock-In/Out Times

**Stephen Calway (User 16)**

Entry	Clock In	Clock Out	Hours
1	6:30 AM	11:00 AM	4.5h
2	11:00 AM	3:30 PM	4.5h

**Total:** 9.0 hours

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**Generated:** 2025-11-25 05:25:55

## Executive Summary

- 8 emails reviewed from the last 24 hours; 2 require immediate coordination, 2 need follow-up within the week, 4 are informational.
  - Critical item: Ensure GE Roofing has 7 AM access to the 20 Hultenius electrical room for the Nov 25 Eversource shutdown (door access + on-site contact).
  - Pending commercial scope: Thomas Gianni & Sons requested pricing for 650 Wolcott St, Waterbury; attachments need review before quoting.
  - HR/Admin: Steven Hechevarria's CT Paid Leave approval (Oct 20-Nov 17) is confirmed—verify payroll adjustments and archive in personnel files.
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## Detailed Email Breakdown

### 🔴 High Priority

#### GE Roofing Solutions - Eversource Shutdown Access

- **From:** Laura Scyocurka <laura@geroofingsolutions.com>
- **To:** Elizabeth & Bill D'Amico, Office; **Cc:** Taylor Scyocurka, Matt Mesick
- **Date:** Mon, Nov 24, 2025 13:39 ET
- **Summary:** Reminder that 20 Hultenius St requires electrical room access starting 7 AM Tue (Nov 25) for an Eversource shutdown. Matt Mesick needs entry to prep.

- **Action Required:** Confirm who is opening the door at/before 7 AM, ensure site keys available, circulate Matt's cell 413-887-7583 to on-site staff, and brief Eversource coordination plan.
- **Attachments:** None indicated.
- **Category:** Business/Project Related.

**Re: GE Roofing Solutions - Access Confirmation**

- **From:** Elizabeth D'Amico <edamico@damicoconstruction.net>
- **To:** Laura Scyocurka; **Cc:** Bill, Office, Taylor, Matt
- **Date:** Mon, Nov 24, 2025 14:07 ET
- **Summary:** Liz confirms she will have Bill open the door and can arrive by 8 AM if needed; shares her cell 860-982-7436 .
- **Action Required:** Bill to confirm readiness, optionally text Matt/Liz once access provided.
- **Category:** Business/Project Related.

**Thomas Gianni & Sons - Quote Needed for 650 Wolcott St**

- **From:** Carmen (Thomas Gianni & Sons, Inc.) <thomassons@sbcglobal.net>
- **To:** Bill D'Amico
- **Date:** Mon, Nov 24, 2025 11:52 ET
- **Summary:** Request to "see attached" documents in order to quote work at 650 Wolcott St, Waterbury. Company provides full contact details for follow-up.
- **Action Required:** Download/review attachments (not accessible in this run), clarify scope, estimate quantities, and respond with pricing or schedule a site review.
- **Category:** Business/Project Related.
- **Attachments:** Referenced but not retrievable here—check Gmail thread for PDFs/specs.

 **Medium Priority**

**Aflac CT Paid Leave Decision (Forwarded)**

- **From:** Lori Holcomb <lholcomb@damicoconstruction.net> (fwd of Aflac)
- **To:** Liz & Bill D'Amico
- **Date:** Mon, Nov 24, 2025 09:18 ET
- **Summary:** Steven Hechevarria's CT Paid Leave case (ID 01338929) approved for Oct 20–Nov 17 at \$590.90/week; Oct 7–19 request denied. Lori notes the

letter is filed but wants leadership visibility.

- **Action Required:** Confirm payroll true-up vs. CTPL benefit, update HRIS records, and communicate return-to-work expectations to Steven.
- **Category:** Business/Project Related (HR/Admin).

#### Connecticut Farm Bureau - Weekly Updates

- **From:** Connecticut Farm Bureau <traceym@cfba.org>
- **Date:** Mon, Nov 24, 2025 07:05 ET
- **Summary:** Newsletter covering organic farm marketing assistance, emergency preparedness volunteer opportunity, UConn Farm-to-School training (apps due Nov 24), young farmer AgriChampion program (apps due Dec 7), Thanksgiving pricing insights, and Farm Pup contest voting (closes Nov 28).
- **Action Required:** Forward to ag-partners only if relevant; consider nominating a volunteer for the preparedness group.
- **Category:** Business/Project Related (industry intelligence).
- **Priority Note:** Construction/ag industry content ⇒ minimum Medium.

#### ● Low Priority

##### Zillow - Affordability Hits 3-Year High

- **From:** Zillow <zmail@mail.zillow.com>
- **Date:** Tue, Nov 25, 2025 06:12 ET
- **Summary:** Marketing email highlighting improved housing affordability, negotiation tips, and regional data.
- **Action Required:** None-informational.
- **Category:** Marketing/Promotional.

##### American Airlines AAdvantage - Travel Experience (2 copies)

- **From:** American Airlines AAdvantage <loyalty@loyalty.ms.aa.com>
- **Date:** Mon, Nov 24, 2025 15:05 ET (duplicate received 15:06 ET)
- **Summary:** Loyalty program newsletter promoting streamlined holiday travel tips and offers. Duplicate copies logged.
- **Action Required:** None-marketing.
- **Category:** Marketing/Promotional.

## Priority Action Items

-  **Immediate (Today)**
    - Confirm and document access plan for the 20 Hultenius electrical room before 7 AM; ensure Matt Mesick has entry/escort and notify Laura once complete.
    - Retrieve Thomas Gianni attachments, scope the 650 Wolcott quote, and reply with timeline or clarifying questions.
  -  **This Week**
    - Process Steven Hechevarria's CT Paid Leave approval: align payroll, update personnel file, and confirm his return schedule.
    - Decide whether to volunteer for the CT Agriculture Emergency Preparedness Group; CFBA awaiting nominees.
  -  **Informational**
    - File Zillow and American Airlines newsletters for reference.
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## Important Dates & Deadlines

Date / Time	Item	Priority	Notes
Tue Nov 25, 2025 - 7:00 AM	20 Hultenius St electrical room access for Eversource shutdown	🔴	Matt Mesick 413-887-7583 needs entry; Bill/Liz covering.
Tue Nov 25, 2025 - 8:00 AM	Liz backup arrival if Bill needs assistance	🔴	Confirm door remains unlocked for crew transition.
Thu Nov 27, 2025 - Thanksgiving	Marketing cost trends (AFBF)	🟡	Consider messaging re: customer outreach.
Fri Nov 28, 2025	Farm Bureau "People's Choice Pup" voting closes	🟢	Optional community engagement.
Sat Dec 7, 2025	AGCO Youth AgriChampion applications due	🟡	Share with young farmer partners if relevant.

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## Contact Directory

Name	Company / Role	Contact Info	Context
Laura Scyocur...	GE Roofing Solutions - Executive PM	laura@geroofingsolutions.... 413-800-2265	Coordinates 20 Hultenius shutdown.
Matt Mesick	GE Roofing Solutions	matm@geroofingsolutions.... 413-887-7583	On-site supervisor requesting access.
Elizabeth (Liz) D'Amico	D'Amico Construction	edamico@damicoconstruction.com cell 860-982-7436, office 860-747-0741	Site support for access.
Bill D'Amico	D'Amico Construction	bdamico@damicoconstruction.com	Primary recipient for project and quote requests.
Carmen / Thomas Gianni & Sons	Contractor	thomassons@sbcglobal.net, 203-879-6475, fax 203-879-6476, www.tgianni.com	Requesting quote for 650 Wolcott.
Lori Holcomb	D'Amico Construction / HR	lholcomb@damicoconstruction.com office 860-747-0741, cell 860-919-4835	Forwarded CT Paid Leave decision.
Aflac CT Paid Leave Team	Benefits	CTPFL@Aflac.com	Admin contact for case 01338929.
Tracey Medeiros	Connecticut Farm Bureau	traceym@cfba.org, 860-768-1100	Industry newsletter and opportunities.

## Project Summaries

### 20 Hultenius St - GE Roofing / Eversource Shutdown

- **Scope:** Provide electrical room access for GE Roofing prep work tied to Eversource shutdown.
- **Timeline:** Access needed at 7 AM on Tue Nov 25; Liz backup at 8 AM.
- **Status:** Reminder received; Liz confirmed plan. Need confirmation once door opened and escort assigned.
- **Risks:** Crew delay if access not granted; ensure communication w/ Matt + Eversource.

### 650 Wolcott St, Waterbury - Quote Request

- **Scope:** Pricing request from Thomas Gianni & Sons (details in attachments).
- **Next Steps:** Retrieve attachments, determine scope (milling/paving/sitework), assign estimator, and respond with bid date or clarifications.
- **Risks:** Missing bid window if attachments not reviewed promptly; follow up with Carmen for due date.

### CT Paid Leave - Steven Hechevarria

- **Scope:** Employee leave from Oct 20-Nov 17 approved at \$590.90/week.
- **Next Steps:** Reconcile wage replacement, confirm documentation in personnel file, and plan reintegration schedule.
- **Risks:** Payroll discrepancies or compliance issues if approval periods not logged correctly.

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## Recommended Next Steps

- **Immediate (Today):**
  1. Text/call Matt Mesick before 7 AM confirming access arrangements; log confirmation.
  2. Pull Thomas Gianni attachment package from Gmail, forward to estimating, and acknowledge request to Carmen.
- **This Week:**

1. Meet with HR/payroll to record Steven Hechevarria's CTPL benefit and any company top-off payments.
  2. Decide on volunteer nomination for the Agriculture Emergency Preparedness Group; reply to CFBA.
  3. Determine whether to pursue the AGCO Youth AgriChampion program or share with partners before Dec 7 deadline.
- **Ongoing:**
    1. Track future GE Roofing coordination items in the project log.
    2. Maintain marketing/newsletter folder for low-priority emails to reduce inbox clutter.
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