

D'AMICO CONSTRUCTION

Morning Executive Report

December 03, 2025

Paving • Milling • Sitework

Employee Time Tracking Report

🔴 Critical Issues

⚠️ Warnings

Active Timers

Employee Timecard Tables

Detailed Clock-In/Out Times

Email Analysis Report

Executive Summary

Detailed Email Breakdown

Priority Action Items

Important Dates Calendar

Contact Directory

Project Summaries

Recommended Next Steps

Employee Time Tracking Report

- **Total Employees:** 25
 - **Employees Worked:** 7
 - **Employees Not Clocked In:** 14
 - **Total Hours:** 28.60 hours
 - **Suspicious Activities:** 0
-

🔴 Critical Issues

- No critical issues found.
-

⚠️ Warnings

- No warnings.
-

Active Timers

- No active timers - everyone is clocked out.
-

Employee Timecard Tables

All Good

ID	Name	Entry	Clock In	Clock Out	Hours	Status
15	Alex Anglace	1	6:27 AM	1:15 PM	6.8h	<input checked="" type="checkbox"/> OK
7	Troy Lindsay	3	6:15 AM	10:45 AM	4.5h	<input checked="" type="checkbox"/> OK
25	Randall Wuchert	1	6:30 AM	10:45 AM	4.25h	<input checked="" type="checkbox"/> OK
8	Brandan Thomas	1	5:45 AM	9:17 AM	3.53h	<input checked="" type="checkbox"/> OK
22	Benjamin Paxton	1	6:00 AM	9:16 AM	3.27h	<input checked="" type="checkbox"/> OK
17	Joshua	1	6:00 AM	9:15 AM	3.25h	<input checked="" type="checkbox"/> OK
16	Stephen Calway	1	7:00 AM	10:00 AM	3.0h	<input checked="" type="checkbox"/> OK

No Entry

ID	Name	ID	Name
2	Nick D'Amico	5	John Burke
6	Bill D'Amico	9	Carl Robinson
10	Joe Loveall	11	Nate Loveall
12	Ben Olmo	13	Danny Lozada
18	Timothy Genovese	21	Oscar Morales
23	Bill Rivera	24	Colby Sanden
26	Mike Echevarria	27	Rob Bot

Detailed Clock-In/Out Times

Troy Lindsay (User 7)

Entry	Clock In	Clock Out	Hours
1	6:15 AM	8:00 AM	1.75h
2	8:00 AM	9:30 AM	1.5h
3	9:30 AM	10:45 AM	1.25h

Total: 4.5 hours

Generated: 2025-12-03 05:25:51

Email Analysis Report

Generated: 2025-12-03

Analysis Period: Last 24 hours

Total Emails: 15

Executive Summary

- **Total Emails:** 15
- **High Priority:** 3 emails requiring immediate attention
- **Medium Priority:** 5 emails requiring action or review
- **Low Priority:** 7 informational/marketing emails

Key Deadlines

- **T-Mobile eSignature:** Required within 48 hours (Order S161755004)
- **Lowe's Survey:** Expires December 9, 2025
- **H.O. Penn Equipment Offer:** Expires December 31, 2025

Priority Actions Required

1. ● URGENT: Sign T-Mobile financing agreement (48-hour deadline)
 2. ● URGENT: Review and pay A.M.P Welding invoice #1363 (\$2,575.00)
 3. ● ACTION: Coordinate Plainville Project test pits with Jim Cassidy
 4. ● REVIEW: H.O. Penn equipment financing offer (0% financing, expires 12/31)
 5. ● SCHEDULE: Green Earth Roofing final inspection (Dec 8, 1-3:30pm)
-

Detailed Email Breakdown

● High Priority Emails

1. Action required: eSignature needed to complete your order
 - **From:** T-Mobile USA donotreply@notifications.t-mobile.com
 - **To:** bdamico@damicoconstruction.net
 - **Date:** December 2, 2025

- **Subject:** Action required: eSignature needed to complete your order
- **Message ID:** 19ae011574e5ecae
- **Priority:** ● High

Content Summary: T-Mobile requires electronic signature on financing agreement for order S161755004 placed on 12/02/2025. If signature is not received within 48 hours, the order will be cancelled.

Action Required: - Sign financing agreement electronically via provided link
- Deadline: Within 48 hours of email (approximately December 4, 2025)

Contact Information: - T-Mobile Customer Care: 1-800-937-8997 - Order Number: S161755004 - Order Date: 12/02/2025

2. Pay invoice 1363 from A.M.P Welding LLC

- **From:** A.M.P Welding LLC quickbooks@notification.intuit.com
- **To:** lholcomb@damicoconstruction.net, bdamico@damicoconstruction.net
- **Date:** December 2, 2025
- **Subject:** Pay invoice 1363 from A.M.P Welding LLC with a few clicks
- **Message ID:** 19ae1f97e74d4e99
- **Priority:** ● High

Content Summary: Invoice #1363 from A.M.P Welding LLC for **\$2,575.00** is ready for payment. Invoice can be paid online through QuickBooks payment portal.

Action Required: - Review invoice #1363 - Process payment of \$2,575.00 - Payment can be made via QuickBooks online portal

Contact Information: - **Company:** A.M.P Welding LLC - **Address:** 46 Elliott Dr, Plantsville, CT 06479 - **Email:** ampweld2020@gmail.com - **Phone:** +1 (860) 777-6213 - **Invoice Amount:** \$2,575.00

3. Re: Plainville Project

- **From:** Matt Eucalitto matt@calitogroup.com
- **To:** Michael Echevarria mechevarria@damicoconstruction.net
- **Cc:** Bill D'Amico bdamico@damicoconstruction.net, Gary Eucalitto eucalittogary@gmail.com, Jim Cassidy jcassidy@hpcengr.com
- **Date:** December 2, 2025
- **Subject:** Re: Plainville Project
- **Message ID:** 19ae05f701b3a678

- Priority:  High

Content Summary: Matt Eucalitto requests that Mike coordinate the timing for test pits on the Plainville Project site with Jim Cassidy (cc'd). This is in follow-up to preliminary drawings being submitted for approval next week.

Action Required: - Mike needs to coordinate test pit timing with Jim Cassidy
- Project is being submitted for approval next week - Review preliminary drawings if not already done

Contact Information: - **Matt Eucalitto:** matt@calitogroup.com - **Jim Cassidy:** jcassidy@hpcengr.com - **Gary Eucalitto:** eucalittogary@gmail.com - **Project:** Plainville Project

Medium Priority Emails

4. Lowe's Customer Service Survey

- **From:** Lowe's Customer Service lowes@express.medallia.com
- **To:** William bdamico@damicoconstruction.net
- **Date:** December 2, 2025
- **Subject:** Lowe's appreciates you and your feedback - 5 minutes
- **Message ID:** 19ae11e45551aa4f
- **Priority:**  Medium (ALL surveys minimum Medium priority)

Content Summary: Customer satisfaction survey regarding recent visit to Lowe's of Plainville, CT (Store #0650). Survey expires on **December 9, 2025**.

Action Required: - Complete customer satisfaction survey (5 minutes) - Survey expires: December 9, 2025

Contact Information: - Survey Link: <https://survey.medallia.com/?erhzm6pys892xfy64xsmht> - Store: 0650 - LOWE'S OF PLAINVILLE, CT

5. H.O. Penn Equipment Financing Offer

- **From:** H.O. Penn hleads=hopenn.com@bf04x.hs-send.com
- **To:** bdamico@damicoconstruction.net
- **Date:** December 2, 2025
- **Subject:**  Step Up to the Plate Before 12/31!
- **Message ID:** 19ae07de71709d61
- **Priority:**  Medium (Construction vendor - minimum Medium priority)

Content Summary: H.O. Penn offering **0% financing for up to 60 months** (or 36 months on qualifying models) on select Cat® compact and small machines. Includes Customer Value Agreements, extended warranty options, and Section 179 tax benefits. **Offer expires December 31, 2025.**

Action Required: - Review equipment financing offer - Consider Section 179 tax benefits before year-end - Contact H.O. Penn if interested: 844-CAT-1923

Contact Information: - **Company:** H.O. Penn Machinery - **Address:** 122 Noxon Road, Poughkeepsie, NY 12603 - **Phone:** 844-CAT-1923 - **Offer Expires:** December 31, 2025 - **Equipment:** Skid Steer Loaders, Compact Track Loaders, Mini Excavators, Backhoe Loaders, Tele Handlers, Compact Wheel Loaders, Small Wheel Loaders, Small Dozers

6. Green Earth Roofing Solutions: Final Municipal Solar Inspection

- **From:** Elizabeth D'Amico edamico@damicoconstruction.net
- **To:** Laura Scyocurka laura@geroofingsolutions.com
- **Cc:** Bill D'Amico bdamico@damicoconstruction.net, office@damicoconstruction.net, Taylor Scyocurka taylor@geroofingsolutions.com
- **Date:** November 28, 2025 (thread continuation)
- **Subject:** Re: Green Earth Roofing Solutions: Final Municipal Solar Inspection
- **Message ID:** 19adfea43a434e45
- **Priority:** 🟡 Medium (Construction project)

Content Summary: Elizabeth confirmed final municipal solar inspection scheduled for **Monday, December 8, 2025 between 1:00-3:30pm**. Electrician Matt and Inspector will be on roof for final inspection. This is the last step before Eversource grants system approval to operate.

Action Required: - Confirm attendance/coordination for final inspection - Date: Monday, December 8, 2025 - Time: 1:00-3:30pm inspection window

Contact Information: - **Laura Scyocurka:** laura@geroofingsolutions.com, (413) 800-2265 - **Taylor Scyocurka:** taylor@geroofingsolutions.com - **Company:** GE Roofing Solutions - **Project:** Municipal Solar Installation - **Inspection Date:** December 8, 2025, 1:00-3:30pm

7. T-Mobile order documents

- **From:** T-Mobile Documents donotreply@notifications.t-mobile.com
- **To:** bdamico@damicoconstruction.net
- **Date:** December 2, 2025
- **Subject:** T-Mobile order documents
- **Message ID:** 19ae0782938e908c
- **Priority:** 🟡 Medium (Business related)

Content Summary: Financing agreement has been signed. Documents are available in My T-Mobile account. If new to T-Mobile, account setup available after device receipt.

Action Required: - Access documents via My T-Mobile account - If new to T-Mobile, wait for device receipt before account setup

Contact Information: - T-Mobile Customer Care: 1-800-937-8997 - Access Link: <https://secure.t-mobile.com/7mbITQ4TqYb>

8. Good news—we've got your order

- **From:** T-Mobile donotreply@accounts.t-mobile.com
- **To:** bdamico@damicoconstruction.net
- **Date:** December 2, 2025
- **Subject:** Good news—we've got your order
- **Message ID:** 19ae079e499a2c53
- **Priority:** 🟡 Medium (Business related)

Content Summary: T-Mobile order S161755004 confirmed. Order date: 12/02/2025. Shipping and delivery notifications will be sent as available. **Signature required upon delivery.**

Action Required: - Monitor for shipping notifications - Ensure someone available to sign for delivery - Track order status via T-Mobile account

Contact Information: - Order Number: S161755004 - Order Date: 12/02/2025 - Signature Required: Yes

● Low Priority / Informational Emails

9. RingCentral news - December 2

- **From:** RingCentral email@updates.ringcentral.com

- **To:** bdamico@damicoconstruction.net
- **Date:** December 2, 2025
- **Subject:** RingCentral news - December 2
- **Message ID:** 19ae1c0e0e25fda4
- **Priority:** ● Low (Newsletter/Marketing)

Content Summary: RingCentral newsletter with product updates, webinars, and promotional content. Includes information about RingCentral AVA AI assistant, holiday toolkit, and various training resources.

Action Required: None (informational)

10. American Airlines AAdvantage Promotions (2 emails)

- **From:** American Airlines AAdvantage Program loyalty@loyalty.ms.aa.com
- **To:** Bdamico@damicoconstruction.net
- **Date:** December 2, 2025
- **Subjects:**
 - Nicholas, make an impact with your miles
 - Elizabeth, make an impact with your miles
- **Message IDs:** 19ae04bc3befb827, 19ae04bc3aab11d6
- **Priority:** ● Low (Promotional)

Content Summary: Giving Tuesday promotions encouraging donation of AAdvantage miles to nonprofit organizations. Minimum donation 1,000 miles required.

Action Required: None (promotional)

11. User sign-up request submitted for approval

- **From:** noreply@t-mobileforbusiness.t-mobile.com
- **To:** Bdamico@damicoconstruction.net
- **Date:** December 2, 2025
- **Subject:** User sign-up request 4125891668720804601 submitted for approval
- **Message ID:** 19adffedcc4829d9
- **Priority:** ● Low (Administrative)

Content Summary: User sign-up request for William Damico (Bdamico@damicoconstruction.net, MSISDN: 8609826828) submitted for Wireless

Admin approval. Request will be automatically cancelled if not approved within 10 days.

Action Required: - Approve user sign-up request if appropriate - Request ID: 4125891668720804601

12. Apple Business Team Marketing

- **From:** Apple Business Team westfarmsbusiness@email.apple.com
- **To:** bdamico@damicoconstruction.net
- **Date:** December 2, 2025
- **Subject:** Make a lasting impression with Apple.
- **Message ID:** 19adf6d57918a3f5
- **Priority:**  Low (Marketing)

Content Summary: Apple Business Team promotional email about business solutions and products. Includes contact information for Apple Westfarms store.

Action Required: None (marketing)

Contact Information: - Apple Westfarms: (860) 221-0803 - Email: westfarmsbusiness@apple.com

13. Maine Department of Inland Fisheries and Wildlife Newsletter

- **From:** Maine Department of Inland Fisheries and Wildlife MDIFW@subscriptions.maine.gov
- **To:** bdamico@damicoconstruction.net
- **Date:** December 2, 2025
- **Subject:** Outdoor experiences make the best gifts!
- **Message ID:** 19adf763b1b6ad8a
- **Priority:**  Low (Newsletter)

Content Summary: Holiday gift guide for Maine outdoor experiences including hunting/fishing licenses, Maine Wildlife Park passes, gear, and guided experiences.

Action Required: None (newsletter)

14. UConn Athletics Giving Tuesday

- **From:** UConn Athletics updates@go.uconnhuskies.com
- **To:** Bdamico@damicoconstruction.net
- **Date:** December 2, 2025
- **Subject:** Today is Giving Tuesday - Built in Storrs. Backed by You.
- **Message ID:** 19adf2962b6bdfa9
- **Priority:**  Low (Promotional/Fundraising)

Content Summary: Giving Tuesday fundraising campaign for UConn Athletics. Goal to raise \$500,000 from 2,000+ donors. Supports 21 Division I sports programs.

Action Required: None (fundraising/promotional)

Priority Action Items

High Priority (Immediate Action)

1. Sign T-Mobile Financing Agreement

- **Deadline:** Within 48 hours (approximately December 4, 2025)
- **Order:** S161755004
- **Action:** Click link in email to sign electronically
- **Impact:** Order will be cancelled if not signed

2. Pay A.M.P Welding Invoice

- **Invoice #:** 1363
- **Amount:** \$2,575.00
- **Action:** Review and process payment via QuickBooks portal
- **Contact:** ampweld2020@gmail.com, (860) 777-6213

3. Coordinate Plainville Project Test Pits

- **Action:** Mike to coordinate timing with Jim Cassidy
- **Context:** Project being submitted for approval next week
- **Contact:** Jim Cassidy (jcassidy@hpcengr.com), Matt Eucalitto (matt@calitogroup.com)

Medium Priority

1. Complete Lowe's Survey

- **Deadline:** December 9, 2025
- **Time Required:** 5 minutes
- **Store:** Plainville, CT location

2. Review H.O. Penn Equipment Financing

- **Deadline:** December 31, 2025
- **Offer:** 0% financing up to 60 months
- **Benefit:** Section 179 tax benefits before year-end
- **Contact:** 844-CAT-1923

3. Confirm Green Earth Roofing Final Inspection

- **Date:** Monday, December 8, 2025
- **Time:** 1:00-3:30pm
- **Action:** Ensure coordination for final solar inspection

4. Review T-Mobile Order Documents

- **Order:** S161755004
- **Action:** Access via My T-Mobile account

5. Monitor T-Mobile Order Shipping

- **Order:** S161755004
- **Action:** Track shipping status, ensure signature availability

● Low Priority / Informational

- RingCentral newsletter (informational)
- American Airlines promotions (promotional)
- Apple Business Team marketing (informational)
- Maine Department newsletter (informational)
- UConn Athletics fundraising (promotional)

Important Dates Calendar

Date	Time	Event	Priority	Contact/Details
Dec 4, 2025	EOD	T-Mobile eSignature Deadline	🔴 High	Order S161755004 - 48hr deadline
Dec 8, 2025	1:00-3:30pm	Green Earth Roofing Final Solar Inspection	🟡 Medium	Laura Scyocurka, (413) 800-2265
Dec 9, 2025	EOD	Lowe's Survey Expires	🟡 Medium	Store #0650 Plainville, CT
Dec 31, 2025	EOD	H.O. Penn Equipment Financing Offer Expires	🟡 Medium	0% financing, Section 179 benefits

Contact Directory

Business Contacts

Name	Title/Company	Email	Phone	Context
A.M.P Welding LLC	Vendor	ampweld20...	(860) 777- 6213	Invoice #1363, \$2,575.00
Matt Eucalitto	Calito Group	matt@cali...	-	Plainville Project
Jim Cassidy	HPC Engineering	jcassidy@...	-	Plainville Project - Test Pits
Gary Eucalitto	Calito Group	eucalitto...	-	Plainville Project
Laura Scyocurka	Executive Project Manager, GE Roofing Solutions	laura@ger...	(413) 800- 2265	Solar Installation Project
Taylor Scyocurka	GE Roofing Solutions	taylor@ge...	-	Solar Installation Project
H.O. Penn Machinery	Equipment Dealer	-	844-CAT- 1923	Equipment Financing Offer
Apple Westfarms	Business Team	westfarms...	(860) 221- 0803	Business Solutions
T-Mobile Customer Care	-	-	1-800-937- 8997	Order S161755004

Project Summaries

Plainville Project

- Status:** Preliminary drawings being submitted for approval next week
- Action Required:** Coordinate test pit timing with Jim Cassidy
- Key Contacts:**

- Matt Eucalitto (matt@calitogroup.com) - Project Manager
- Jim Cassidy (jcassidy@hpcengr.com) - Engineering/Test Pits
- Gary Eucalitto (eucalittogary@gmail.com) - Calito Group
- **Timeline:** Submission for approval next week

Green Earth Roofing Solutions - Solar Installation

- **Status:** Final municipal solar inspection scheduled
- **Inspection Date:** Monday, December 8, 2025, 1:00-3:30pm
- **Details:** Electrician Matt and Inspector will be on roof for final inspection
- **Next Step:** Eversource approval after inspection completion
- **Key Contacts:**
 - Laura Scyocurka (laura@geroofingsolutions.com, (413) 800-2265)
 - Taylor Scyocurka (taylor@geroofingsolutions.com)

T-Mobile Order

- **Order Number:** S161755004
 - **Order Date:** December 2, 2025
 - **Status:**
 - Order confirmed
 - Financing agreement requires eSignature (48-hour deadline)
 - Documents available in My T-Mobile account
 - Signature required upon delivery
 - **Action Required:** Sign financing agreement within 48 hours
-

Recommended Next Steps

Immediate Actions (Today)

1. **URGENT:** Sign T-Mobile financing agreement (48-hour deadline)
2. **URGENT:** Review and process A.M.P Welding invoice #1363 (\$2,575.00)
3. **ACTION:** Have Mike coordinate Plainville Project test pits with Jim Cassidy

This Week

1. Complete Lowe's customer satisfaction survey (expires Dec 9)
2. Review H.O. Penn equipment financing offer (expires Dec 31)
3. Confirm attendance/coordination for Green Earth Roofing final inspection (Dec 8)
4. Monitor T-Mobile order shipping status
5. Approve T-Mobile user sign-up request if appropriate

Next Week

1. Attend Green Earth Roofing final solar inspection (Dec 8, 1-3:30pm)
2. Follow up on Plainville Project approval status
3. Review T-Mobile order documents once account is set up

Ongoing

1. Monitor T-Mobile order delivery notifications
 2. Review equipment financing options before year-end (Section 179 benefits)
 3. Archive informational/marketing emails as appropriate
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Report Generated: 2025-12-03

Email Account: bdamico@damicoconstruction.net

Analysis Period: Last 24 hours