(clock in stamp)

(TIMESTAMP ALL 3 COPIES IN TOWN CLERK'S OFFICE – LEAVE ONE TO FILE FOR OUR RECORDS -ONE TO POST IN TOWN HALL - KEEP ONE COPY FOR YOUR RECORDS).

TOWN OF BARNSTABLE

NOTICE OF MEETINGS OF TOWN DEPARTMENT AND ALL TOWN BOARDS As Required by Chapter 28 of the Acts of 2009 which amends MGL Chapter 30 A

Licensing Authority Agenda

DATE OF MEETING: December 5, 2011

Check below which one applies

The Clerk's office has this meeting date already posted X

This is a special meeting which has not been posted_____

TIME: 9:30 a.m.

PLACE: 2nd Floor Hearing Room, 367 Main Street, Hyannis, MA

Hearings:

<u>One Day Entertainment Licenses:</u> Application of Carol Saunders on behalf of Hyannis Public Library, 401 Main Street, Hyannis, MA for One Day Entertainment Licenses for an Antiques show and sale to be held at BHS Field House, 744 West Main Street, Hyannis, on February 18, 23012 from 10 am to 5 pm and February 19, 2012 from 11 am to 4 pm.

<u>Change Manager:</u> Application of Hess Mart of Mass., LLC, d/b/a Hess Express 21243, 50 Ocean Street, Hyannis, for a Change of Manager on its annual Wine & Malt Retail Package Store License from Donald Vieira to Heather Curtin.

New Annual Junk Dealer License: Application of LeJean Louis, d/b/a Louis's Thrift Shop, 217 Main Street, Hyannis, MA, LeJean Louis, Manager, for a new Junk Dealer License, hours of operation to be 9 am to 5 pm.

<u>Amend Daily Non-Live Entertainment License:</u> Application of Osterville Veteran's Assn., 753 Main Street, Osterville, Cornelius Andres, Manager, to amend it's Daily Non-Live Entertainment License to add karaoke.

Show Cause Hearing: Show Cause Hearing for WJS Sports, LLC, d/b/a Play It Again Sports, 25 Iyannough Road, Hyannis, MA, for failure to file paperwork as requested by the Licensing Authority to change its location. Change of Location application now filed.

Show Cause Hearing: Show Cause hearing for Nadan Enterprises, Inc., d/b/a Barnstable News Store, 3220 Main Street, Barnstable, Robert Medeiros, Manager as the Licensing Authority determined at the end of May, 2011 that the license was not being operated by the corporation listed on the license, the license was seized May 27, 2011 and no-one has come forward to prove that the license was in fact being run by Nadan Enterprises, Inc., or that there is someone with a legal right to operate with the current license.

Renewals:

The following renewals have been submitted without any changes from the previous year for Licensing Authority approval.

Common Victualler All Alcohol:

Seaside Pub on Main, 615 Main Street, Hyannis

UNO Chicago Grill, 574 Iyannough Road, Hyannis

Fazio's Trattoria, 249 Main Street, Hyannis

Dragonlite Restaurant, 620 Main Street, Hyannis

Shanghai Chinese Restaurant, 11 Ridgewood Avenue, Hyannis

99 Restaurant & Pub, 1600 Falmouth Road, Centerville

Sam Diego's, 950 Iyannough Road, Hyannis

Alberto's Ristorante, 360 Main Street, Hyannis

Olive Garden, 1095 Iyannough Road, Hyannis

Tiki Port Restaurant, 790 Iyannough Road, Hyannis

Barnstable Restaurant and Tavern, 3176 Main Street, Barnstable

Harry's at the Depot, 477 Yarmouth Road, Hyannis

British Beer Co., 412 Main Street, Hyannis

Kobi House, 489 Bearse's Way, Hyannis

Bobby Byrnes Hyannis Pub, 489 Bearse's Way, Hyannis

Outback Steakhouse, 1070 Iyannough Road, Hyannis

McGrath's Saloon & Sports Bar, 380 Barnstable Road, Hyannis

Regatta of Cotuit, 4631 Falmouth Road, Cotuit

Jack's Lounge, 373 West Main, Hyannis

Pain D'Avignon Cafe – Boulangerie, 15 Hinckley Road, Hyannis

Hyannis Golf Club, 1800 Route 132, Hyannis

The House of Bud's, 959 Bearse's Way, Hyannis

The Dolphin Restaurant, 3250 Main Street, Barnstable

Hyannis Angler's Club, 235 Ocean Street, Hyannis

Ying's Sushi Bar & Lounge, 59 Center Street, Hyannis

Kettle Ho, 12 School Street, Cotuit

Brazilian Grill, 676-78 Main Street, Hyannis

Salt, 599 Main Street, Hyannis

The Island Merchant, 302 Main Street, Hyannis

The Naked Oyster, 410 Main Street, Hyannis

Dina's, 350 Stevens Street, Hyannis

DJ's Wings, Ribs, Subs n More, 165 Yarmouth Road, Hyannis

Wimpy's, 752 Main Street, Osterville

Not Your Average Joe's, CC Mall, Hyannis

Five Eighty-Six Bistro, 586 Main Street, Hyannis

Barbyann's, 120 Airport Road, Hyannis

Pavilion Indian Cuisine, 511 Main Street, Hyannis *** Has to have clearance from Tax Collector to approve

Misaki, 379 West Main, Hyannis

Five Bays Bistro, 825 Main Street, Osterville

The Nineteenth Hole, 11 Barnstable Road, Hyannis

Tommy Doyle's Irish Pub & Restaurant, 334 Main Street, Hyannis

Philbrick's, 1460 Route 149, Marstons Mills

Ardeo on Main, 644 Main Street, Hyannis

Embargo, 453 Main Street, Hyannis

Schooner's, 372 Main, Hyannis

B&B Pizza, 10 Seaboard Lane, Hyannis

Colombo's Cafe & Pastries, 544 Main, Hyannis

Il Maestro, 187C West Main, Hyannis

The Steakhouse Sports Bar, 72 North Street, Hyannis

The Black Cat Tavern, 165 Ocean Street, Hyannis

Roadhouse Cafe, 488 South Street, Hyannis

Common Victualler Wine & Malt:

Bangkok Cuisine, 20 Independence Drive, Unit C, Hyannis

The Original Gourmet Brunch, 517 Main Street, Hyannis

Thai House, 304-306 Main Street, Hyannis

Mike's Pizza, 1220 Iyannough Road, Hyannis

Pinocchio Pizza, 1661 Falmouth Road, Centerville

Craigville Pizza & Mexican, 618 Craigville Beach Road, Centerville

Golden Fountain, 203 West Main, Hyannis

New England Pizza House #1, 187 West Main, Hyannis

Scottie's Famous Pizza, 244 Iyannough Road, Hyannis

Pizza Wave, 3864 Falmouth Road, Marstons Mills

Caffe' e Dolci, 430 Main, Hyannis

Palio Pizzeria, 435 Main Street, Hyannis

The Daily Paper, 644 West Main, Hyannis

B2 Burrito Bistro, 790 Iyannough Road, Hyannis

Club All Alcohol:

Cummaquid Golf Club of Hyannis & Yarmouth, 35 Marston Lane, Cummaquid Osterville Veterans Assn., 733 Main Street, Osterville

Weguaquet lake Yacht Club, 150 Annable Point Road, Centerville

King's Grant Racquet Club, 12 Old King's Road, Cotuit
Hyannis Yacht Club, 490 Ocean Street, Hyannis
Oyster Harbors Club, 170 Grand Island Drive, Osterville
West Barnstable Deer Club, 1800 Old Stage Road, West Barnstable
Wiannio Club, 389 Parker Road, Osterville
Wianno Club, 107 Seaview Avenue, Osterville
Hyannis Elks, 852 Bearses Way, Hyannis
Hyannisport Club, 2 Irving Avenue, Hyannisport

General on Premises All Alcohol:

Ryan Family Amusements, 441 Main Street, Hyannis The Quarterdeck Lounge, 247 Iyannough Road, Hyannis Dennis F. Thomas Post #2578 VFW, 455 Iyannough Road, Hyannis Puff the Magic, 649 Main Street, Hyannis Pufferbellies, 183R Iyannough Road, Hyannis Cotuit Ctr. for the Arts, 4404 Falmouth Road, Cotuit

Innholder All Alcohol:

Cape Codder Resort & Spa, 1225 Iyannough Road, Hyannis Resort & Conference Center at Hyannis, 35 Scudder Avenue, Hyannis Heritage House Hotel, 259 Main Street, Hyannis Courtyard by Marriott, 707 Iyannough Road, Hyannis Greenhouse Restaurant, 1127 Route 132, Hyannis Radisson Bistro, 287 Iyannough Road, Hyannis International Inn, 662 Main Street, Hyannis

Package Store All Alcohol:

Craigville Package Store, 2946 Falmouth Road, Osterville Osterville Package Store, 11 Wianno Avenue, Osterville Parker's Discount Liquors, 1166 Iyannough Road, Hyannis Luke's Super Liquors, 395 Barnstable Road, Hyannis Cape Cod Package Store, 1495 Falmouth Road, Centerville Seven G's Discount Liquors, 990 Route 6A, West Barnstable Cotuit Liquors, 3858 Falmouth Road, Marstons Mills Hyannis Package Store, 775 Main Street, Hyannis Fancy's Farm Market, 699 Main Street, Osterville Barnstable Bottle Shoppe, 10 Seaboard Lane, Hyannis Cotuit Grocery Co., 737 Main Street, Cotuit Hyannis Blanchard's, 167 Corporation Street, Hyannis Willow Package, 696 Yarmouth Road, Hyannis Grain & Vine, 101 Iyannough Road, Hyannis

Package Store Wine & Malt:

Hess Express #21243, 50 Ocean Street, Hyannis Mini Food Mart, 252 Main Street, Hyannis GOL Supermarket, 55 Iyannough Road, Hyannis Willow Tree Market, 15 Charles Street, Hyannis Sea Street Market. 231 Sea Street, Hyannis Old Village Store, 2455 Meetinghouse Way, W. Barnstable Big Daddy's Pizza, 4120 Falmouth Road, Cotuit

Daily Live Entertainment

UNO Chicago Grill, 574 Iyannough Road, Hyannis Fazio's Trattoria, 249 Main Street, Hyannis Alberto's Ristorante, 360 Main Street, Hyannis Cape Codder Resort & Spa, 1225 Iyannough Road, Hyannis Weguaquet lake Yacht Club, 150 Annable Point Road, Centerville Barnstable Restaurant and Tavern, 3176 Main Street, Barnstable British Beer Co., 412 Main Street, Hyannis Resort & Conference Center at Hyannis, 35 Scudder Avenue, Hyannis Hyannis Yacht Club, 490 Ocean Street, Hyannis McGrath's Saloon & Sports Bar, 380 Barnstable Road, Hyannis Heritage House Hotel, 259 Main Street, Hyannis Regatta of Cotuit, 4631 Falmouth Road, Cotuit Oyster Harbors Club, 170 Grand Island Drive, Osterville Pain D'Avignon Cafe – Boulangerie, 15 Hinckley Road, Hyannis West Barnstable Deer Club, 1800 Old Stage Road, West Barnstable Hyannis Golf Club, 1800 Route 132, Hyannis The House of Bud's, 959 Bearse's Way, Hyannis Hyannis Angler's Club, 235 Ocean Street, Hyannis Dennis F. Thomas Post #2578 VFW, 455 Iyannough Road, Hyannis Courtyard by Marriott, 707 Iyannough Road, Hyannis Ying's Sushi Bar & Lounge, 59 Center Street, Hyannis Puff the Magic, 649 Main Street, Hyannis Pufferbellies, 183R Ivannough Road, Hyannis Brazilian Grill, 676-78 Main Street, Hyannis The Island Merchant, 302 Main Street, Hyannis Cotuit Ctr. for the Arts, 4404 Falmouth Road, Cotuit Dina's, 350 Stevens Street, Hyannis Five Eighty-Six Bistro, 586 Main Street, Hyannis Wianno Club, 107 Seaview Avenue, Osterville Hyannis Elks, 852 Bearses Way, Hyannis Tommy Doyle's Irish Pub & Restaurant, 334 Main Street, Hyannis Radisson Bistro, 287 Iyannough Road, Hyannis International Inn, 662 Main Street, Hyannis Hyannisport Club, 2 Irving Avenue, Hyannisport Ardeo on Main, 644 Main Street, Hyannis

Embargo, 453 Main Street, Hyannis Schooner's, 372 Main, Hyannis Colombo's Cafe & Pastries, 544 Main, Hyannis The Steakhouse Sports Bar, 72 North Street, Hyannis The Black Cat Tavern, 165 Ocean Street, Hyannis Roadhouse Cafe, 488 South Street, Hyannis

Daily Non-Live Entertainment:

Seaside Pub on Main, 615 Main Street, Hyannis UNO Chicago Grill, 574 Iyannough Road, Hyannis Fazio's Trattoria, 249 Main Street, Hyannis Alberto's Ristorante, 360 Main Street, Hyannis Cape Codder Resort & Spa, 1225 Iyannough Road, Hyannis Ryan Family Amusements, 441 Main Street, Hyannis Osterville Veterans Assn., 733 Main Street, Osterville Barnstable Restaurant and Tavern, 3176 Main Street, Barnstable British Beer Co., 412 Main Street, Hyannis Resort & Conference Center at Hyannis, 35 Scudder Avenue, Hyannis Craigville Pizza & Mexican, 618 Craigville Beach Road, Centerville Cape Cod Mall Stadium 12, 793 Iyannough Road, Hyannis Bobby Byrnes Hyannis Pub, 489 Bearse's Way, Hyannis McGrath's Saloon & Sports Bar, 380 Barnstable Road, Hyannis New England Pizza House #1, 187 West Main, Hyannis Heritage House Hotel, 259 Main Street, Hyannis Regatta of Cotuit, 4631 Falmouth Road, Cotuit Jack's Lounge, 373 West Main, Hyannis The Quarterdeck Lounge, 247 Iyannough Road, Hyannis Pain D'Avignon Cafe – Boulangerie, 15 Hinckley Road, Hyannis Hyannis Golf Club, 1800 Route 132, Hyannis The House of Bud's, 959 Bearse's Way, Hyannis Hyannis Angler's Club, 235 Ocean Street, Hyannis Dennis F. Thomas Post #2578 VFW, 455 Iyannough Road, Hyannis Puff the Magic, 649 Main Street, Hyannis Pufferbellies, 183R Iyannough Road, Hyannis Dina's, 350 Stevens Street, Hyannis Not Your Average Joe's, CC Mall, Hyannis Hyannis Elks, 852 Bearses Way, Hyannis The Nineteenth Hole, 11 Barnstable Road, Hyannis Hyannisport Club, 1 Irving Avenue, Hyannisport Tommy Doyle's Irish Pub & Restaurant, 334 Main Street, Hyannis Schooner's, 372 Main, Hyannis The Steakhouse Sports Bar, 72 North Street, Hyannis

Video Games:

Seaside Pub on Main, 615 Main Street, Hyannis Cape Codder Resort & Spa, 1225 Iyannough Road, Hyannis Ryan Family Amusements, 441 Main Street, Hyannis Osterville Veterans Assn., 733 Main Street, Osterville Resort & Conference Center at Hyannis, 35 Scudder Avenue, Hyannis Craigville Pizza & Mexican, 618 Craigville Beach Road, Centerville Cape Cod Mall Stadium 12, 793 Iyannough Road, Hyannis Bobby Byrnes Hyannis Pub, 489 Bearse's Way, Hyannis New England Pizza House #1, 187 West Main, Hyannis Jack's Lounge, 373 West Main, Hyannis The Quarterdeck Lounge, 247 Iyannough Road, Hyannis The House of Bud's, 959 Bearse's Way, Hyannis Hyannis Angler's Club, 235 Ocean Street, Hyannis Dina's, 350 Stevens Street, Hyannis Hyannis Elks, 852 Bearses Way, Hyannis The Nineteenth Hole, 11 Barnstable Road, Hyannis Tommy Doyle's Irish Pub & Restaurant, 334 Main Street, Hyannis

Pool Tables:

Osterville Veterans Assn., 733 Main Street, Osterville The Quarterdeck Lounge, 247 Iyannough Road, Hyannis Hyannis Elks, 852 Bearses Way, Hyannis The Nineteenth Hole, 11 Barnstable Road, Hyannis

Sunday Entertainment:

Seaside Pub on Main, 615 Main Street, Hyannis UNO Chicago Grill, 574 Iyannough Road, Hyannis Fazio's Trattoria, 249 Main Street, Hyannis Alberto's Ristorante, 360 Main Street, Hyannis Cape Codder Resort & Spa, 1225 Iyannough Road, Hyannis Ryan Family Amusements, 441 Main Street, Hyannis Osterville Veterans Assn., 733 Main Street, Osterville Barnstable Restaurant and Tavern, 3176 Main Street, Barnstable British Beer Co., 412 Main Street, Hyannis Resort & Conference Center at Hyannis, 35 Scudder Avenue, Hyannis Hyannis Yacht Club, 490 Ocean Street, Hyannis Cape Cod Mall Stadium 12, 793 Iyannough Road, Hyannis McGrath's Saloon & Sports Bar, 380 Barnstable Road, Hyannis Heritage House Hotel, 259 Main Street, Hyannis Regatta of Cotuit, 4631 Falmouth Road, Cotuit Jack's Lounge, 373 West Main, Hyannis The Quarterdeck Lounge, 247 Iyannough Road, Hyannis Oyster Harbors Club, 170 Grand Island Drive, Osterville

Pain D'Avignon Cafe – Boulangerie, 15 Hinckley Road, Hyannis West Barnstable Deer Club, 1800 Old Stage Road, West Barnstable Hyannis Golf Club, 1800 Route 132, Hyannis The House of Bud's, 959 Bearse's Way, Hyannis Hyannis Angler's Club, 235 Ocean Street, Hyannis Dennis F. Thomas Post #2578 VFW, 455 Iyannough Road, Hyannis Courtyard by Marriott, 707 Iyannough Road, Hyannis Ying's Sushi Bar & Lounge, 59 Center Street, Hyannis Puff the Magic, 649 Main Street, Hyannis Pufferbellies, 183R Iyannough Road, Hyannis Brazilian Grill, 676-78 Main Street, Hyannis The Island Merchant, 302 Main Street, Hyannis Cotuit Ctr. for the Arts, 4404 Falmouth Road, Cotuit Dina's, 350 Stevens Street, Hyannis Not Your Average Joe's, CC Mall, Hyannis Five Eighty-Six Bistro, 586 Main Street, Hyannis Wianno Club, 107 Seaview Avenue, Osterville Hyannis Elks, 852 Bearses Way, Hyannis The Nineteenth Hole, 11 Barnstable Road, Hyannis Tommy Doyle's Irish Pub & Restaurant, 334 Main Street, Hyannis International Inn, 662 Main Street, Hyannis Hyannisport Club, 2 Irving Avenue, Hyannisport Embargo, 453 Main Street, Hyannis Schooner's, 372 Main, Hyannis Colombo's Cafe & Pastries, 544 Main, Hyannis The Steakhouse Sports Bar, 72 North Street, Hyannis The Black Cat Tavern, 165 Ocean Street, Hyannis Roadhouse Cafe, 488 South Street, Hyannis

Cinema/Theatre:

Cape Cod Mall Stadium 12, 793 Iyannough Road, Hyannis Cotuit Ctr. for the Arts, 4404 Falmouth Road, Cotuit

Class I Auto Dealers:

Land Rover Cape Cod Hyannis Toyota/Scion, 1020, 1040, 1056 Iyannough Road, 756 Bearses Way, Hyannis

Class II Auto Dealers:

Cars for Kindness, 745 West Main, Hyannis European Car Service, 63 Cit Ave., Hyannis Hyannis Toyota/Scion, 756 Bearses Way, Hyannis Huhtanen's Auto Sales, 972 E. Main, West Barnstable Cape Motors, 123A Falmouth Road, Hyannis
Jack Ellis Foreign Auto, 515 West Main, Hyannis
Cape Cod Auto Connection, 152 Ridgewood Avenue, Hyannis
ES Auto Sales, 30 Rosary Lane, Hyannis
JC Auto Sales, 105 Ferndoc St., #C3, Hyannis
Hyannis Auto Sales, 498 West Main Street, Hyannis
MBM Auto Sales, 115 Iyannough Road, Hyannis
All Cape Auto Sales, 711 Yarmouth Road, Hyannis
Euro Atlantic Auto Sales, 741 Yarmouth Road, Hyannis'

Common Victuallers:

Mitie's Sushi House, 225 Iyannough Road, Hyannis
Barnes & Noble, 769 Iyannough Road, Hyannis
Great House of Zou, 1600 Falmouth Road, Centerville
Four Seas Ice Cream, 360 So. Main Street, Centerville
Wendy's, 554 Rte 132, Hyannis
Subway Sandwiches, 2145 Iyannough Road, W. Barnstable
Subway, 793 Iyannough Road, Hyannis
Perry's Main Street Deli, 546 Main Street, Hyannis
Panera Bread, 790 Iyannough Road, Hyannis
Tasty Wok, CC Mall, Hyannis
Friendly's #736, 1090 Iyannough Road, Hyannis
CC Enterprises for Dunkin Donuts - 751 West Main

CC Enterprises for Dunkin Donuts CC Mall CC Enterprises for Dunkin Donuts - 1220 Iyannough

CC Enterprises for Dunkin Donuts - 147 North St

CC Enterprises for Dunkin Donuts - 3821 Falmouth

CC Enterprises for Dunkin Donuts - 627 Main

CC Enterprises for Dunkin Donuts - 1648 Falmouth

CC Enterprises for Dunkin Donuts - 317 Falmouth Road

Casual Gourmet Express, CC Mall, Hyannis

Casual Gourmet Express, CC Hospital, Hyannis

Casual Gourmet, 31 Richardson Road, Centerville

Osterville Cheese & Sandwich Shop, 29 Wianno Avenue, Osterville

Willow Tree Market, 15 Charles Street, Hyannis

Box Lunch, 357 Main, Hyannis

Pizza 1 and Subs 2, 2954 Falmouth Road, Marstons Mills

Osterville Village Cafe, 3 Wianno Avenue, Osterville

The Broken Cone, 569 Main Street, Hyannis

The Little Sandwich Shop, 263 Stevens Street, Hyannis

Burger King #4486, 2145 Iyannough Road, W. Barnstable

Burger King #17712, 793 Iyannough Road, Hyannis

Burger King #664, 184 North Street, Hyannis

Sunnyside Restaurant, 282 Main Street, Hyannis

Cape Cod Chocolatier, 1600 Falmouth Road, Centerville

Old Village Store, 2455 Meetinghouse Way, W. Barnstable Ardeo at the Rink, 141 Bassett Lane, Hyannis

Lodging Houses:

Lamb & Lion Inn, 2504 Route 6A, Barnstable Josiah Sampson House, 40 Old Kings Road, Cotuit Boston Culinary Group, 300 Sea Street, Hyannis Honeysuckle Hill, 591 Main Street, Barnstable Craigville Retreat Center, 208 Lake Elizabeth Drive, Centerville Craigville Retreat Center, 1 Bluff Avenue, Centerville Craigville Retreat Center, 39 Prospect Avenue, Centerville Craigville Retreat Center, 125 Ocean Avenue, Centerville Craigville Retreat Center, 19 Vine Avenue, Centerville Hostelling International Hyannis, 111 Ocean Street, Hyannis Acworth Inn, 4352 Main Street, Cummaguid, MA Ashley Manor, 3660 Main Street, Barnstable Long Dell Inn, 436 S. Main Street, Centerville Saltwinds B&B, 319 Sea Street, Hyannis Edmund J. Flynn, 791 Pitcher's Way, Hyannis Walker Lodging House, 511 Ocean Street, Hyannis

And any renewals filed after 11/30/11 at 2:00 p.m. and before the end of the day 11/30/11

Non-Renewal of Alcohol Licenses:

The following have NOT filed for renewal of their alcohol licenses for 2011: list to be supplied on hearing date.

Board to vote to accept the non-renewals of the above licenses for 2011.

Business Meeting:

Release of Executive Session Minutes, if any (0).

Keno application of Duck Inn Pub.

And any other new business to come before the Licensing Authority.

PERSONS INTERESTED ARE ADVISED THAT, IN THE EVENT ANY MATTER TAKEN UP AT THE MEETING REMAINS UNFINISHED AT THE CLOSE OF THE MEETING, IT MAY BE PUT OFF TO A CONTINUED SESSION OF THIS MEETING, WITH PROPER POSTING.

For your information the section of the M.G.L. that pertains to postings of meetings is as follows: Except in an emergency, in addition to any notice otherwise required by law, a public body shall post notice of every meeting at least 48 hours prior to such meeting, excluding Saturdays, Sundays and legal holidays. In an emergency, a public

body shall post notice as soon as reasonably possible prior to such meeting. Notice shall be printed in a legible, easily understandable format and shall contain: the date, time and place of such meeting and a listing of topics that the chair reasonably anticipates will be discussed at the meeting. For meetings of a local public body, notice shall be filed with the municipal clerk and posted in a manner conspicuously visible to the public at all hours in or on the municipal building in which the clerk's office is located.